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**HIGHER HOTEL INSTITUTE CYPRUS**



STUDENT MANUAL

**Academic Year**

**2021 – 2022**

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# A message of welcome from the Director

Dear Student,

Welcome to the Higher Hotel Institute of Cyprus! We are proud and privileged that you have chosen the HHIC for your studies.

We extend our warm wishes for every success in your future academic life. Our commitment is in helping and guiding you on how to fit the pieces of the educational jigsaw, thus helping you to take the fullest possible advantage of your time here.

You are entering a new phase in your life. Every beginning involves new demands, responsibilities and concerns. Everything possible will be done to make your years at the HHIC a most rewarding and fruitful experience but you are also expected to take an active and responsible role in your studies. Firstly, you need to familiarise yourself with the academic regulations of the Institute. They constitute the backbone of your stay here and will carve out the correct path in which to steer yourself.

We have prepared this handbook in our effort to help you increase your understanding of your new environment. We hope that it will provide you with all the necessary information and will help you adjust to this change as smoothly as possible. It contains basic information and insight concerning your studies here at the HHIC, as well as information on how the Institute operates. If you feel there is something that you would like to see included in this manual, please feel free to let us know. Your input is always appreciated and considered important.

Good luck with your studies!

Dr Evi Soteriou

Director

# Brief history of the HHIC

The HHIC has consistently connected its history with the development of the Cypriot hospitality and wider tourism industry. Since the establishment of the Republic of Cyprus, the Institute’s aim has been to serve the needs of hospitality and wider tourism industry providing it with highly trained personnel.

The HHIC constitutes a continuation of the Central Hotel Training School (C.H.T.S.) founded in 1965, and the Hotel and Catering Institute (HCI) that succeeded it. The latter was founded in 1969 as a joint project of the Republic of Cyprus, the United Nations Development Programme and the International Labour Office (I.L.O.).

Both institutions, the Central Hotel Training School (C.H.T.S.) and the Hotel and Catering Institute (HCI) functioned side-by-side until April 1971 when the former merged with the latter.

After the finalisation of the joint project in July 1974, the Institute had been operating as a government Institution, under the Ministry of Labour, Welfare and Social Insurance until 1st January 2020.

In May 1993, the Council of Ministers of the Republic of Cyprus approved the upgrading of the Institute to a Tertiary Educational Institution of Hospitality and Catering Education and the renaming of the Institute to Higher Hotel Institute, Cyprus (HHIC).

As from September 2012, the HHIC introduced two upgraded programmes of study, namely Culinary Arts and Hospitality and Tourism Management. The programmes were designed in cooperation with distinguished experts of the United Nations World Tourism Organisation (UNWTO) in the framework of a joint programme for the redevelopment of the Institute’s programmes of study.

Since January 2020, the HHIC operates under the auspices of the Ministry of Education, Culture, Sport and Youth, following a decision of the Council of Ministers on 27th March 2019.

The programmes of the HHIC are designed to prepare students for immediate employment and development at supervisory and middle management levels, in a variety of hospitality and tourism professions. They provide all-rounded professional education and extensive practical training, which constitutes a guarantee for success in the increasingly competitive working environment. At the same time, they facilitate further studies both in Cyprus and abroad, and foster life-long learning and career development.

# Administration

A tripartite Board of Directors (representing the Government, the Employers and the Trade Unions) advises on policy matters the Minister of Education, Culture, Sport and Youth, who is the final decision making authority. The composition of this advisory board secures the harmonious cooperation of all interested parties for an optimum satisfaction of the needs of the tourist industry, needs which always constitute the guiding factor in policy formulation.

The Director of the HHIC, who is appointed by the Public Service Commission, has the overall responsibility for the day-to-day running of the Institute and its programmes and presides over the Academic Committee of the Institute which deals with educational matters and matters of educational policy.

# Mission and Objectives

The mission of the HHIC is to supply the hospitality, catering and more widely the tourism industry, with highly trained and specialised personnel. Furthermore, it promotes policies and initiatives that instigate the upgrading of the quality of service rendered, and the achievement of sustainable development and management of human resources in the industry.

In 2010 a new strategic framework of operation was formulated and approved by the Board of Directors and the Ministry of Labour, Welfare and Social Insurance. The strategic framework outlines the mission, vision and strategic priorities of the Institute which are:

* Upgrading and modernisation of educational programmes.
* Direction, development and management of human resources.
* Completion and modernisation of the statutory framework.
* Promotion of policies and initiatives for the development and management of human resources in the tourism industry.
* Strengthening the relationships between the HHIC and the industry.
* Upgrading of the buildings and infrastructure.
* Utilisation of EU funds and programmes.
* Improving technology utilisation.
* Direction, marketing and promotion of the Institute.
* Upgrading and professional operation of the student training restaurant.
* Community service of the HHIC.
* Student involvement in the educational role and operation of the Institute.

# Frequently asked questions

Let’s face it. Who does not have questions when they enter college for the first time?

Here are some of the questions we think you will be asking. Let us know if there are others you would like us to answer!

**Who do I turn to if I face a problem?**

* *Every class has a designated Class Tutor. Communication with the tutor will help you solve any queries you might have concerning educational matters or issues relating to the procedures and regulations of the Institute.*

*Problems of a personal nature that burden you can also be discussed with your Class Tutor. Together, you can evaluate the possibility of consultation with the Educational Psychologist that provides services at the Institute, should this be deemed necessary or useful. You can also seek the assistance of the Student Welfare Officer.*

**Which services are offered by the Student Welfare Officer?**

* *Socio-economic support*
* *Guidance relating to career path planning*
* *Counselling and information on the programmes of study*
* *Information on the correct procedures that should be taken at the Institute*
* *Issuing of verifications, certificates and transcripts*
* *Information on student sponsorships and grants*

**Where do I buy my books?**

* *Please consult the librarian.*

**Where do I buy my kitchen uniform and kitchen utensils I shall need?**

* *Consult your Culinary Arts Instructors for this information*

**Where can I collect my student identification card?**

* *The card is issued by the Youth Board of Cyprus. The relevant application forms can be obtained from the Student Welfare Office.*

**How can I find somewhere to live if I cannot find a place in the halls of residence?**

* *You can consult the local newspaper, the Student Union or the notice-boards of the Institute.*

**Can someone help me find a job?**

* *The member of the academic staff that can assist you with this is Ms Elena Iosif and Mr Margaritis Antoniades.*

**Who can assist me with information concerning further studies?**

* *Ms Ioanna Savva, Head of Hospitality Studies, can assist you with information concerning further studies.*

**Who can give me more information with regard to the Erasmus+ Programme?**

* *The Erasmus+ Office (Ms Francesca Afxentiou is the Co-ordinator).*

**Where do I pay my financial obligations (fees, re-examination fees, rent etc.)?**

* *You pay your financial obligations at the Accounts Office between 7:30 and 12:00.*

**What do I do if I am in financial difficulties and cannot pay any of my financial obligations (fees, re-examinations fees, rent etc.)?**

* *At the beginning of each semester you can submit a written request to the Director accompanied with all the necessary evidence which will be assessed.*

**Is there any specific period when I can terminate my studies?**

* *Yes, during the Induction Course in September, and at any other time. However, you have to inform the Institute* ***in writing and in advance*** *(info@hhic.moec.gov.cy).*

**Which procedures do I have to follow after visiting a doctor and taking sick leave from my lessons?**

* **Immediately***, and within 10 days upon your return to the Institute, you have to submit all relevant documents to the Student Welfare Office. Late submission of documents will not be considered as valid.*

**Do students have access to their examination documents?**

* *Students have the right to request the reassessment of a written examination, project etc. should they feel that they have been wronged by the lecturer/evaluator.*

*More specifically:*

1. *Within 15 days of receiving the module grade and after having discussed the issue with the lecturer/evaluator to receive all the relevant clarifications\*, the student has the possibility to submit a request for re-evaluation regarding the assessment method (written examination, project, etc.).*

*This procedure is accomplished through the Student Welfare Office stating in writing all the legitimate reasons for the petition.*

1. *The Student Welfare Office forwards the request to the Management and to the Programme Coordinator who discuss the matter after having received the opinion of the lecturer/evaluator.*
2. *If the Management and the Programme Coordinator consider that the grading was unfair, i.e. its rigor exceeds the reasonable grading discretion of the lecturer/evaluator, then a committee of two independent graders with appropriate qualifications is established and the relevant documentation is given to them for reassessment. In this case, the final score is defined as the average of the scores given by the two independent graders.*
3. *In case the Management and the Programme Coordinator consider that the grade given by the lecturer/evaluator fell within reasonable boundaries, then a committee is not set up and the grade remains as it is.*
4. *In each of the above two cases the student is informed accordingly.*

**Why is it *obligatory* that I familiarise myself with the online platforms Moodle and HHIC-Students?**

* *These platforms connect students with their academic life, courses and other important informational announcements. They also give the student access to grades, absences, course outlines, course handouts, courses and teaching evaluation, etc.*

*The web addresses of the online programmes Moodle and the HHIC-Students are:*

[*https://www.hhic-moodle.com/*](https://www.hhic-moodle.com/)

*https://www.hhic-students.com*

**Who do I contact when I cannot login to Moodle or the HHIC-Students?**

* *Mr Panikos Merkouris, the Computer Master*

 *(22404854; pmerkouris@hhic.moec.gov.cy*

**What is the role of the HHIC library platform?**

* *Students can utilise the computerised system HHIC-library for searching, reserving and borrowing of books*

*The web address is: https://www.hhic-library.com/HHIC/default*

**Where and how can I photocopy documents and lessons?**

* *The HHIC library using a code issued by the Student Welfare Office*

**How to avoid being accused of Plagiarism?**

* *Study and follow the project/assignment guidelines and if you have any concerns regarding the correct way to reference, contact your teacher for help.*

*At the HHIC, the Harvard Referencing System is used. Guidelines are given to the students during the Induction Period.*

*There are also many tutorials available online which you can refer to.*

*The HHIC uses Turnitin is an online tool for plagiarism detection. Turnitin allows students and teaching staff to verify the authenticity and originality of academic papers. For more information on plagiarism, see the section “Student Affairs”.*

**To whom can I report any internet connection problems, software (student and library) or electronic platform (Moodle) issues or other problems of technological equipment belonging to the Institute (e.g. computers, projectors, etc.)?**

*• Mr Panikos Merkouri, Computer Master (22404854, pmerkouris@hhic.moec.gov.cy).*

**To whom can I report any problems regarding technical equipment of laboratories (culinary) or classroom infrastructure?**

*• Mr. Constantinos Constantinou, Hotel Economics Instructor (tel. 22 404819, coconstantinou@hhic.moec.gov.cy).*

# Financial information

**Local and EU students:**

Local and European Union students are not charged with fees.

It should be noted that students from member states of the European Union that apply for admission, will have to pay a fee of € 35 for their application to be processed.

**International students (not on Cypriot Government Scholarship) are subject to:**

* Fees for international students amount to €3.845.
* Application fee amounting to €35.
* According to the HHIC Regulations, Appendix VI, the fees are paid in two (2) instalments, at the beginning of the first and second semester, respectively. Students not complying with the Regulations may not be allowed to sit the examinations.
* In addition, there is a HHIC Student Welfare and Development Fund Fee of €35 or equivalent in money order or cheque made payable to the Director of the HHIC.
* Immigration regulations require international students to have in their possession financial documents, to show that they can meet all the costs of living and fees while studying in Cyprus.

**Financial obligations of all students:**

* Cypriot and EU students do not have to pay tuition fees.
* There is a Fee of €35 payable by all students to the HHIC Student Welfare and Development Fund.
* In addition, all students pay an amount of €40 for the use of the photocopying machine and computers at the Institute.
* All students have to meet expenses for purchasing uniforms, books and tools, depending on the educational programme.
* The enrolment fee to the Student Union is €10 and is compulsory. It is paid on the day of Registration to the Institute.
* The HHIC offers accommodation to students enrolled in its academic programmes pending on availability. Payment of rent is secured in four instalments:

The first instalment for first-year students will be paid in August, and will include a one-month rent insurance as well as the rent for the month of October.

The first instalment for the second and third-year students will be paid in October, and will include a one-month rent insurance as well as the rent for the month of October.

The second instalment for all students will be paid in November, and will include the rents for the months of November and December.

The third instalment for all students will be paid in January, and will include the rents for the months of January, February and March.

The fourth instalment for all students will be paid in April, and will include the rents for the months of April and May.

Dates and times of payment will be announced during the Academic Year.

* Students also have to prepay the amount of a month´s rent as a guarantee for any damage or loss of keys. At the end of occupancy, this sum is refunded.
* In order to receive their Diploma, students are charged €18.
* Re-examination fees (€35) should be paid before the student is permitted to retake the examination. Concerning the re-examination in practical subjects, the student is charged, over and above the approved fees, with the expenses to cover the cost of ingredients needed.
* No refund is given for absences, dismissals or withdrawals from the programmes. The fees and other charges are subject to revision by the Council of Ministers.

**Scholarships**

Under the Technical and Development Assistance Scheme of the Republic of Cyprus and within the effort to empower less developed counties to realise their development potential, the Government of the Republic of Cyprus offers a number of scholarships each year to higher education institutions.

Scholarships for studying in one of the courses offered at the Higher Hotel Institute are at present offered for the three year courses of Culinary Arts and Hospitality and Tourism Management, after a relevant request by the Government of a less developed country to the Cyprus Government.

**Financial benefits at the HHIC**

* Local and European Union students do not pay fees.
* Cypriot students receive a student grant from the government of Cyprus in accordance with their income and property.
* Families, eligible to a government grant, with three or more children, receive an additional sum equal to fifty percent of the grant.
* Residence fees are very low:

The HHIC offers accommodation to students enrolled in its academic programmes. Rent is paid in two non-refundable instalments. The first instalment comprises advance payment of a sum of money equal to five monthly rents before the student occupies a room in the Halls. One of the monthly rents is a deposit to secure any damages or key losses which is returned to the student towards the end of the academic year.

It should be noted that the rooms of the halls of residence accommodate from one to three persons and the rates vary accordingly:

|  |  |
| --- | --- |
| **Single Room Occupancy:** | €210 |
| **Double Room Occupancy:** | €105 per person per month |
| **Room for 3 persons:** | €70 per person per month |

In exceptional cases, owing to the high demand for rooms, the Institute may proceed with placing 4 occupants in a room with fees amounting to €53 per student per month.

Obviously, the above fee should not be considered the norm, but an exception, and should a student depart from such a room the fees will be adjusted accordingly to correspond to fees for a room for 3 persons.

* Resident students have access to washing machines and tumble driers of the Institute during working hours, on condition that they have obtained approval from the Halls of Residence Officer.
* All students are covered by Medical Insurance.
* All students have free medical coverage at Government Hospitals.

**Faculty**

|  |  |  |
| --- | --- | --- |
| Director | Evi Soteriou | director@hhic.moec.gov.cy |
| Senior Officer | Harris Neophytou | hneophytou@hhic.moec.gov.cy |
| Head of Hospitality Studies | Ioanna Savva | jsavva@hhic.moec.gov.cy |
| Hospitality Studies Masters | Francesca Afxentiou | fafxentiou@hhic.moec.gov.cy |
| Margaritis Antoniades | mantoniades@hhic.moec.gov.cy |
| Masters of General Studies | Tatiana Shiamma-Charilaou (French Language) | tshiamma@hhic.moec.gov.cy |
| Panikos Merkouris(Computers) | pmerkouris@hhic.moec.gov.cy |
| Instructors: | Christina Georghiadou | cgeorgiades@hhic.moec.gov.cy |
| Elena Iosif | eiosif@hhic.moec.gov.cy |
| Constantinos Constantinou | coconstantinou@hhic.moec.gov.cy |

# Registration Information for Cypriot Citizens

**Submission of applications**

Entrance applications for the various full-time programmes offered at the Institute are submitted, after being advertised, on special forms provided by the Ministry of Education, Culture, Sport and Youth, unless otherwise decided upon by the appropriate authority in consultation with the Director and approval by the Board of Directors. Candidates are examined on subjects set by the Ministry of Education, Culture, Sport and Youth. Application forms and relevant information can be obtained from the Ministry of Education, Culture, Sport and Youth.

**Entrance applications/examinations**

The entrance examinations are organised by the Ministry of Education, Culture, Sport and Youth. An essential pre-requisite for the application to be accepted is the possession of a Secondary School Leaving Certificate (Apolytirion) from a six-year Secondary School (public or private) recognised by the Ministry.

For admission to the programmes of study, applicants are requested to have successfully passed the Pancyprian (Entrance) Examinations with three subjects.

* Compulsory subjects for the programmes taught in English (Hospitality and Tourism Management; Culinary Arts), should include Modern Greek and English, and a third subject of their choice as designated by the Ministry of Education, Culture, Sport and Youth.
* In the case of applications for the Culinary Arts Programme taught in Greek, the applicant is not obliged to include English as a compulsory subject, but can choose another two subjects instead.

**Selection procedure**

 The students to be admitted are selected after taking the written exams within the framework of the exam system of the Ministry of Education, Culture, Sport and Youth for the Higher and Highest Educational Institutions, on the basis of the order of students' success and order of preference, unless otherwise decided upon by the Appropriate Authority, in consultation with the Director and the approval by the Board of Directors.

**Registration day**

Registration of successful candidates takes place two weeks after the announcement of the results, on dates determined by the Institute.

(*Please note that you will have to settle some financial issues on this day. Consult the Financial Information section).*

**HHIC Registration Number**

At the commencement of their studies at the HHIC, students will be assigned a registration number. This number will be used to identify the student and thus will used instead of the student’s name in announcements concerning the student.

**Number of students admitted**

The number of students admitted to the Institute in each programme is determined by the Appropriate Authority, following the recommendation of the Board of Directors of the HHIC and taking into consideration the needs of the industry.

**Special admission**

A limited number of places, exceeding the prescribed ones (up to 5% of entrances), is allocated to candidates emanating from the following special categories, on condition that the relevant interviews show that the candidates will be able to cope with the needs of the profession.

1. Children of missing persons as the result of the Turkish invasion of 1974
2. Children of persons killed during the Turkish invasion of 1974
3. Children of persons who are handicapped owing to the Turkish invasion
4. Children of the enclaved who live in the areas beyond the essential control of the Republic of Cyprus since 1974
5. Those suffering from Thalassemia
6. Those suffering from chronic diseases such as diabetes.

They should submit their application to the director after the notification of the entrance exam, and simultaneously provide evidence indicating which of the above categories they belong to.

**Health Certificate**

Successful candidates must submit a Health Certificate prior to commencement of lessons. The certificate must show that candidates do not suffer from:

|  |  |
| --- | --- |
| 1. Infectious Hepatitis
2. Hepatitis B
3. AIDS
 | 1. Tuberculosis
2. Serious skin diseases
3. Other infectious diseases
 |

# Entrance Requirement for European Union / International Students

Application forms can be obtained directly from the Higher Hotel Institute, Cyprus and must be duly completed and submitted by July 31st at the latest every year.

For admission to the programmes offered by the Higher Hotel Institute, Cyprus, applicants must satisfy the following entrance requirements:

* Applicants should be holders of a six-year Secondary School Leaving Certificate.
* One of the following levels of proficiency in the English language: IELTS 5.5, TOEFL paper-based 527; TOEFL computer based test 197; TOEFL internet-based test 71, IGCSE (Grade C) or its International Equivalent.
* If however the applicant is not in possession of the former, he/she will be required to write an entrance examination in the English language.
* Excellent health is a requirement. Applicants must submit a completed Health Certificate.

The selection of the European Union/International Students to be admitted takes place after their qualifications have been evaluated and according to the existing number of vacancies.

A completed application form should be submitted together with the following documents:

* Two (2) recent passport-sized photographs
* A photocopy of the candidate’s passport
* An official Birth Certificate
* A valid certification of the candidate’s Secondary Education and other further qualifications so far
* Photocopies of English language certifications (if any) (i.e. GCE, TOEFL, IELTS, etc.)
* A Health Certificate (including screening tests for HIV, Hepatitis B, VDRL/RPR and other contagious diseases)
* An Application Fee of €35 is required and candidates must undertake this payment through a bank transfer to the following bank account:

IBAN: CY16001000010000000006001010 and SWIFT CODE: CBCYCY2NACC, with the description: HIGHER HOTEL INSTITUTE CYPRUS.

Please note that a copy of this bank transaction must be included in your application documents.

* An original recently issued Police Certificate
* An original financial guarantee showing that you have enough funds to cover your studies in Cyprus if you are an International Student.

Each student needs to pay the following fees upon registration:

* A fee of €35 made payable to the Director HHIC for the HHIC Student Welfare and Development Fund.
* €40 for the use of the photocopying machine and for computer use.

**Health Certificate**

Successful candidates must submit a Health Certificate prior to commencement of lessons. The certificate must indicate whether the candidate suffers from the following diseases:

* Infectious Hepatitis
* Hepatitis B
* AIDS
* Tuberculosis
* Serious skin diseases
* Other infectious diseases

**Tuition fees**

* There are no tuition fees for EU Citizens.
* The Annual Tuition Fees for International Students that are not on a special Government Scholarship are €3845, and must be paid in two instalments.

**Immigration formalities**

Immigration regulations require international students to have in their possession financial documents, to show that they can meet all the costs of living and fees while studying in Cyprus. This does not apply to international students studying on scholarship.

As an international student you are required to meet all Immigration Regulations in order to secure a visa. Your student visa will expire after a certain period of time and you have to apply again for renewal. Please read carefully the information given below and always refer to it before you leave the country.

When you leave Cyprus temporarily (up to one month), make sure your student visa (PINK SLIP) is valid until your return to Cyprus. If you have not as yet received your Pink Slip or your Pink Slip is due to expire during the period that you are not in Cyprus, you must secure a RE-ENTRY VISA from the Migration Office before your departure from Cyprus.

The Student Welfare Office who will help you with immigration formalities.

**Re-entry visa**

It is recommended that the re-entry visa be secured approximately one week before the date of departure.

You must apply for renewal of your Student Visa (Pink Slip) at least one month before the expiry date.

You will be assisted in this matter by the Student Welfare Office.

# Academic Information

**Educational system**

The programmes are designed to prepare students for immediate employment and development at supervisory and middle management levels in a variety of hospitality and tourism professions. They provide an all-rounded professional education and extensive practical training which constitutes a guarantee for success in the increasingly competitive working environment. At the same time they facilitate further studies in Cyprus and abroad and foster life-long learning and career development.

The teaching process involves lectures, demonstrations, course work practical training and projects; industrial training rounds up institutional training at the end of each academic year.

The language of instruction is English, but the Culinary Arts programme is also offered in Greek.

**Educational Programmes**

The Institute offers two full time Programmes as follows:

* Three year diploma course in Culinary Arts
* Three year diploma course in Hospitality and Tourism Management

Furthermore, the student can also exit upon completion of the second year of studies and be awarded a Certificate for immediate employment in a variety of positions in hospitality, tourism and culinary arts.

**Continuing Education**

Special courses are offered under the Continuing Education Scheme in the form of ab-initio training and re-training, based on the needs of the local industry.

Such courses are usually run in industry during low season periods and the language of instruction is Greek.

Special short duration programmes are also organised for overseas students under the Technical Assistance Scheme of the Cyprus Government.

Tailor-cut programmes may be organised for international organisations and governments upon request

**Accreditation**

The HHIC is a government run educational institute, which operates under the Ministry of Education, Culture, Sport and Youth.

The Council of Recognition of Higher Education Qualifications (KYSATS), recognises the HHIC as a public educational institute of higher education.

Based on the Provision Law N. 68 (I) of 1996, the HHIC constitutes the reference point for the recognition of any qualification in the field of Hospitality Studies at the diploma level.

**Attending classes**

Classes are COMPULSORY! Absence from any teaching period of a lesson corresponds to one absence. It is expected that students attend all classes scheduled for the course. Your course schedule indicates the days, time and room number for each of your course.

A student who has exceeded the 15% limit of absences of the total number of the actual contact periods in each subject, he/she is not eligible to take the final exam on the subject. In this case, the student is allowed to take the re-examination to obtain the Diploma. (Appendix VI: HHIC Regulations – Incomplete Attendance)

**Course Outline**

During the first class meeting each instructor will provide you with a course outline. Your course outline highlights the material you will cover during the course. Details of the books, which will be required for the course and the grading system of the course, are also analysed on the course outline.

**Meeting your instructors**

For any guidance regarding courses, course material, examinations, grading policies, etc. students are encouraged to visit their individual instructors during their Office Hours. Office hours are also written on each course outline students receive on the first day of classes.

**Academic Calendar**

Please consult the academic calendar to find out when semesters and sessions begin and end.

The academic calendar also contains other important dates pertaining to your studies notably examination weeks and holidays.

The academic year begins on September 1st every year and ends on August 31st of the following year.

The academic year is divided into two semesters, Fall and Spring, comprising thirteen and fourteen weeks respectively *(excluding Christmas and Easter Holidays)*, both of them ending with an examination week.

**Student Online Platforms Moodle and HHIC-Students**

Two online platforms are used at the HHIC by students. It is the obligation of each student to familiarise themselves with the use of these platforms. Instructions on their use and login information is given to the students during the Induction Period by the Computer Master who acts as the Administrator of the platforms. Mr Panikos Merkouris, the Computer Master (22404854, pmerkouris@hhic.moec.gov.cy) is always available to offer support by solving ongoing problems concerning the use of the platforms and login difficulties faced by students.

**Moodle**

The Higher Hotel Institute makes use of the open-source learning management system Moodle, which is a learning platform designed to create an online personalised learning environment between educators and learners. Faculty at the HHIC use Moodle to post various types of online learning materials and to communicate with students. Moodle has several features considered typical of an e-learning platform, such as assignment submission, discussion forums and grading (tests, assignments and midterms).

All HHIC academic staff upload course outlines and learning material on the Moodle platform.

Furthermore, Moodle is used to communicate important information to the students, for example, various activities, important dates and deadlines, the Academic Calendar, Class Schedules, etc.

The webpage addresses of Moodle is: https://www.hhic-moodle.com/

**HHIC-Students**

This platform enables students to access their final grades, their financial obligations, their academic path and absences. Furthermore, it enables them to evaluate the courses and teaching at the Institute.

The webpage addresses of HHIC-Students is: https://www.hhic-students.com

**Continuing your studies abroad**

Most of our students have been accepted for further studies abroad. Here is a list of *some* of the universities from which our students have earned degrees:

* University of Surrey (UK)
* Bournemouth University (UK)
* Wolverhampton University (UK)
* Middlesex University, London (UK)
* Manchester Metropolitan University (UK)
* University College Birmingham (UK)
* Sheffield Hallam (UK)
* University of Derby (UK)
* University of Brighton
* Swiss Education Group (Switzerland)
* Johnson and Wales (USA)

**Summer Industrial Placement**

First and second year students of Culinary Arts and Hotel and Tourism Management have to undertake Industrial Placement at the end of their first and second academic year respectively. It is compulsory for the completion of studies at the HHIC, and subsequently the acquisition of the diploma.

Industrial Placement offers students the opportunity to implement and assimilate theoretic and practical skills in the actual hospitality and tourism industry.

They will also meet and network with people of the aforementioned industry, appreciate the nature of the work they are expected to perform and prepare for the career they should develop.

The HHIC organises a “Career Day” where the student has the opportunity to meet with future employers. The Hospitality and Tourism Organisations may interview, or just accept the student sent by the HHIC. However, once the arrangement is done, the student must accept the offer unless he/she drops out of the programme. The student should prepare a CV for the Career Day.

Alternatively, eligible students will be given a choice to approach organisations that they are keen to work with, and to apply for industrial placements on their own. However, before eligible students choose to do so, they must inform the Industrial Placement Facilitator in order to obtain pre-approval.

**European Exchange Programmes**

**Erasmus+ Programme**
The Higher Hotel Institute Cyprus (HHIC) was awarded the Erasmus Charter for Higher Education (ECHE) on the 09/12/13 for participation in Erasmus+.

Erasmus+ supports activities in all fields of Lifelong Learning (school Education, Tertiary Education, Vocational Education and Training, Adult Education) as well as Youth and Sport activities.

The HHIC participates in Key Action 1 – MOBILITY OF INDIVIDUALS

This Key Action supports:
The mobility of learners and staff: opportunities for students, trainees, young people and volunteers, as well as for professors, teachers, trainers, youth workers, staff of education institutions and civil society organisations to undertake a learning and/or professional experience in another country.

**Analysis of Educational Programmes**

This detailed analysis of programmes of study offered is given to each student in a separate leaflet.

# Assessment

**Criteria for the successful completion of courses**

Diplomas are awarded on the basis of:

* regular class attendance,
* continuous assessment of oral, written and practical work, including assignments, course work and projects,
* examinations taken at the end of each semester, and
* successful completion of industrial training.

**Final Examinations**

The student takes the written examinations of the academic semesters/final exams, in those subjects which are examined in writing.

No student may miss a final examination. Failure to take the final examination will be a failing grade. In case of unavoidable absence, the student must call prior to the exam, and report the reason for the absence. The lecturer and the administration may ask for verifiable evidence and reserve the right not to accept any reason as a valid excuse. A doctor’s certificate is not necessarily a valid excuse.

In case a student fails to take the examinations of the academic semesters/final exams or re-examinations, the Academic Committee examines the matter.

A student who is caught cheating during written examinations loses all grades already allocated to the subject. The invigilator of the relevant subject makes a comment on the exam paper of the student and, where possible, proof of evidence is attached to the paper. The same applies to students who help each other during the examination. The Disciplinary Committee deals with these offences.

Detailed regulations concerning the final exams are handed out to the students with the exam timetable.

**Grading**

The system of assessment of the various subjects is from 1 to 100, the lowest passing grade being 50.

Details on the grading system are included in the break-down analysis of each course, which is disseminated to students at the beginning of each course.

**Class exemption**

In the case of exemption from attending a subject, upon approval by the Academic Committee, the student is obliged to take the final exam for the purpose of acquiring the corresponding grade.

**Projects**

Students at the HHIC are challenged to complete various projects in order to go beyond those disciplines that occur as a result of their prescribed educational programme. This is in order to enable the student to apply, analyse, synthesise and evaluate information, and communicate significant knowledge and understanding.

Personal growth and satisfaction are additional goals associated with undertaking projects. Students will derive a sense of accomplishment through the completion and ‘ownership’ of a body of works that is a reflection of their interests and abilities. Opportunities to expand their personal knowledge, explore career paths, and apply disciplines to real-life situations will serve to benefit the student's growth and promote lifelong learning.

Here are some examples of projects that you will have to complete:

* Pastry and Baking Arts Project (Culinary Arts Programme)
* Final Year Project (all Programmes of Study)

Guidelines for all these projects will be given to you at the appropriate time. Some of these projects will contribute significant marks to your overall academic grade.

**Feedback given by teachers**

At the HHIC, all teachers provide feedback to students in both academic and lab settings. The feedback is given orally and in written form through the use of specific forms.

**Re-examinations**

Fifteen days after the completion of the exams, the Academic Committee meets to decide on re-examination issues. The re-examination periods are specified in the Academic Calendar.

Students who are referred to re-examinations will be informed about the exact date and time from the Registrar or they can access this information from the HHIC website.

A student is referred to re-examinations when he/she has not achieved, in a subject or subjects, a grade of at least 50 out of 100 or if he/she has exceeded the 15% of absences in a subject or subjects. The student is allowed to repeat the exam two times.

The re-examination grade is the only one valid for the specific subject or subjects, is not to be added to previous grades and does not exceed the grade of 50%.

In case a student fails all re-examinations, he/she is not eligible for a Diploma; instead, he/she is given a Certificate of Attendance stating all subjects and corresponding grades.

A student who fails all re-examinations, is not allowed to continue his/her studies in the second or third year and he/she is expelled.

The student can, in exceptional cases, transfer from the first to the second year of study or from the second to the third year of study a maximum of three subjects in which he/she has failed to score a grade of at least 50 out of 100 after he/she has exercised his/her right of the two sittings. This applies when a student’s failure is not due to utter negligence or when certain reasons justify the transfer and it is decided upon by the Academic Committee.

In case a subject is transferred from one academic year to another, the student is under probation for a period of up to nine months.

During the probation period, the Academic Committee monitors the overall student’s performance and decides upon lifting the probation period, extending it or expelling the student from the Institute.

**Re-examination fees**

For every re-examined subject, the student is charged with the approved fees (€35). Concerning the re-examination of technical modules where practice is primarily involved, the student is charged, over and above the approved fees, with the expenses to cover the cost of ingredients needed.

Re-examination fees should be paid at the Accounts Office of the Institute before the student is permitted to retake the examination, whereupon a receipt will be issued.

Students will only be permitted to participate in the re-examination upon presentation of this receipt.

**Plagiarism**

At the HHIC, plagiarism, whether deliberate or inadvertent, is a constant challenge, as is the case in most colleges and universities. It is explained to students during their Induction that it is a violation not tolerated at the Institute.

**What is Plagiarism?**

Plagiarism can briefly be described as academic cheating. In cases where a student uses ideas and writings of another ‘author’ without acknowledging the source of the information, it is considered academic dishonesty, copyright theft, the breaching of ethics. and constitutes a legal offense

Plagiarism comprises using assignments/projects of other students (past or present) without reference to the writer. Students are encouraged to be creative and innovative not only in their practical work but also in their written assignments and projects.

**What are the consequences of plagiarism at the HHIC?**

Plagiarism is taken very seriously and warnings are given in written form in all guidelines presented to students. Plagiarism will result in the rejection of any work handed in and this can have dire consequences, especially in the case of the Final Year Project (completed in the third year of studies in all programmes and a prerequisite to graduating from the HHIC).

**How is plagiarism and originality of work detected at the HHIC?**

The HHIC uses *Turnitin* to detect plagiarism.

*Turnitin* is a software which enables the lecturer to check the authenticity and originality of a research. Simply put, it is a text-matching software which provides a report on whether a student’s work is original, i.e. has no matching text. Submitted work is matched against a database of previously submitted work from every institution that subscribes to *Turnitin*.

The feedback provided by the system fosters original and critical thinking, ensuring academic integrity and simultaneously helping students improve their writing skills.

# Facilities

**Facilities**

The Institute’s facilities include, inter alia, classrooms, cookery/pastry workshops, a well-stocked library, a computer laboratory, a student training restaurant/bar, a cafeteria, a hall of residence (comprising two wings), a study room and athletic facilities (not located on the premises of the Institute).

**Residence services**

The hall of residence (comprised of two wings) operates at the Institute offering accommodation to the students. It is located within the Institutes´ premises and payment of rent is in four instalments. Detailed regulations for the operation of the hall of residence are provided in APPENDIX V.

**Computer and lab services**

The HHIC encourages the use of computers by all students. The Institute has two rooms which provide computing facilities for use by all students of the Institute - (Computer Lab and Library). Detailed regulations for the operation of the Computer labs are provided separately (Computer Lab Regulations- Appendix III A).

**Wireless network**

There are numerous wireless hotspots situated around the entrance of the Institute. You can access the network in the foyer, library, the computer lab, study room and the Halls of Residence.

**Library services**

The HHIC library is a very well equipped library on Hotel, Tourism and Culinary Arts related fields. It is designed to provide a pleasant environment for study.

The library is an integral part of the teaching and learning environment of the Institute. The library has two primary objectives. The first objective is to have adequate material to meet the educational needs of students as well as the professional needs of the faculty and other personnel.

A second objective is to provide and maintain services of high quality that will encourage the appropriate use of the library by faculty and students.

The Library may be used by non-Institute members according to the instructions of the Management of the Institute. Hospitality professionals use the Library of the HHIC. The video-tape section includes academic and professional videos from professional organisations and universities.

Students and staff can have Internet access to all the material that has been uploaded on the system, through the link ([www.hhic-library.com](http://www.hhic-library.com)).

The Library is open six days a week and its schedule is as follows:

Hours of Operation:

Monday-Friday: 07:30-14:30; 15:00-18:00

Saturday: 09:00-13:00

Books may be borrowed for a period of 10 days. A qualified librarian is available to assist and advise you.

Photocopy, computer and Internet facilities are available in the library for student use.

(Further details: Library Services and Regulations APPENDIX IV)

**Mail services**

Student mail that is mailed to the HHIC can be picked up at the office of the Student Welfare Officer.

**Cafeteria services**

The cafeteria is open Monday – Friday from 7.00 a.m. to 6.00 p.m. A variety of snacks and hot food is offered throughout the day and recreational games are situated in the cafeteria. The cafeteria is also used by students who want to socialise with friends and classmates.

**First aid services**

First aid kits are available at various locations of the Institute. These include the entrance lobby, all the Culinary Arts Workshops and the Halls of Residence.

**Recycling containers and environmental awareness**

The Higher Hotel Institute recycles all paper, plastic, aluminium, and batteries. (Hopefully in the near future techno-trash will also be recycled).

Look for specific recycling containers located throughout the Institute. Place your recycling inside the properly marked recycling container. Please make sure the contents of the recycled materials are emptied and clean.

**Automatic security barrier**

An automatic security barrier that controls the entrance of vehicles into the HHIC parking area is located at the entrance / exit to the Institute. Students that own a car and want to access this space, may obtain an entry card upon payment of €10 to the accounting officer. This amount will be refunded at the end of the academic year provided the card is returned.

# Student Affairs

 **Student Union**

Every student, on enrolment, automatically becomes a member of the Student Union, which plays an active role in student activities and academic life. The Union is governed by its own statutes and regulations. Student representatives, elected every year by secret ballot, represent the students in different Bodies of the Institute.

The Student Union Committee is elected to develop cultural life at the Institute collectively and actively.

Representatives of the students are called upon to participate in various committees set up by the Institute and convey the opinion of the students on matters under discussion to the Management of the Institute through the Director.

Fellow students are also informed on issues that are beneficial to them.

The Union undertakes the organisation and co-ordination of various student activities, for example, recreational and sports activities, social functions, as well as other activities related to the welfare of the students.

The Union also helps students solve collective and personal problems if called upon.

The enrolment fee (€10) to the Student Union is compulsory and is paid on the day of Registration to the Institute. This fee supports the finances of the Union. The student is supplied with a Student Identity Card. Furthermore, the student is entitled to a T-shirt of the Union which can be worn for several activities.

**Active student involvement in important decision making**

When the Institute decides to make important decisions, the students are encouraged to be part of that process. Whether to give suggestions or question their role in the change, the students usually have an opportunity to be heard.

They form part of the following Ad Hoc Committees that are involved with the following issues: The Webpage, Field Trips, Competitions, Exhibitions and Alumni Association, among others.

**Excursions and field trips**

The Field Trip Committee with the help of the teaching staff and the Student Union organises excursions and field trips.

Field Trips form part of the educational programme and are determined according to the educational needs of each programme of study. Field trips are compulsory and a student who does not participate receives as many absences as the number of the corresponding lessons on the day of the field trip. (HHIC Regulations: Appendix VI).

**Student competitions**

Students at the HHIC are encouraged to participate in competitions both in Cyprus and abroad. Competitions give students the opportunity to bring to life the skills they have gained. Simultaneously, they promote opportunities for learning and sharing knowledge with other competitors. A Committee for Student Competitions, that includes a member of the Student Union, is actively involved with the organising of competition selection and participation.

**Sports and recreation**

Sports are encouraged by the Sports Instructor, who is also responsible for organising inter-college sporting activities and competitions.

The students can take advantage of the sports facilities of the Higher Technical Institute that has a modern athletics centre and is conveniently located near the Institute.

**Extra-curricular activities**

At the Higher Hotel Institute, we view extra-curricular activities as an essential element in the development of a student’s personal and professional growth. Extra-curricular activities may include Community Service.

Each extra-curricular activity is counted in extra-curricular points (ECPs) according to its level of competency.

As part of a student’s school life, a minimum number of 100 ECPs are required per each academic year with an achievement mark of 50%. However, in order to further the student’s educational process, it is suggested that the student exceeds the minimum number of activities required.

Extra-curricular activities form part of the Hospitality and Leadership Programme.

**Hospitality and Leadership Programme**

Through this programme, all HHIC students will have the unique opportunity to grow and develop into skilled and empowered hospitable leaders. Any student, regardless of background or achievements, can participate in this personal growth experience and gain the tools and knowledge to become a distinctive, accomplished and confident hospitable leader. Furthermore, the HHIC hospitality/leadership programme will aid students in the recognition of their inherent strengths and coax them in order to reach their ultimate potential. The programme will enhance career-focused, hands-on training students get in their programmes of study, by helping students to develop competencies which will prepare them to become transformational hospitable leaders, empowered to create positive change at the institute and in their local and national communities.

Students will participate in a range of co-curricular and extra-curricular activities. These will be designed to help promote leadership and hospitality growth and development.

**Class Representative**

The students in each class elect a Class Representative for the year. The Class Representative attends Student Union meetings and reports back to the class if necessary.

**Student Clubs and Committees**

The students of the Institute are advised to get involved and organise Student Clubs and Committees. This is a way for students to get off the sidelines and contribute their time and talents to life outside the classroom.

Currently, we have four Student Clubs, viz.: Philanthropic, Environmental, Sport and Performing Arts.

Have an idea of your own. Please bring your imagination and your energy!

**Alumni Association**

In its almost 50 years of existence the Institute has constituted a major provider of quality human resources for the tourism industry.

Simultaneously, it also constitutes a point of reference to the Hotel and Tourism Industry.

The first meeting for the foundation of the Alumni Association took place on the 16th December 2003 at the Institute.

**Student conduct**

Students at the Institute are expected to conduct themselves as civilised people, both within the Institute and elsewhere. For student conduct that tends to discredit or disgrace the Institute, the Disciplinary Council may impose such penalty, as it may deem appropriate, including expulsion from the Institute.

Depending on the severity of the disciplinary offence, the Disciplinary Council may impose, among others, the following disciplinary penalties:

1. Oral reprimand
2. Written reprimand
3. Compensation for ill-intentioned damage to the Institute property
4. Disciplinary period on probation
5. Expulsion from the Institute, temporary or permanent, with the approval of the Appropriate Authority.

The Institute does not condone the illegal or otherwise irresponsible use of alcohol and other drugs.

Every student is expected to carry out all required work without improper or unauthorised help. The Disciplinary Committee takes disciplinary action in cases of proven academic dishonesty, cheating, plagiarism and inappropriate behaviour.

**Health services and insurance**

Every student is furnished with a Medical Card from the General Hospital. Medical treatment is provided at government hospitals free of charge. All students are insured against accidents.

The nearest government medical centre to the Institute is only a few minutes by car. If the need arises you shall be transferred to a medical centre by the Institute’s car.

**Class Counsellor**

If a student faces a problem, he/she can approach their Class Tutor, who is entitled to find ways of helping the student depending on the issues.

Class Tutors can communicate with the management of the Institute or come into contact with the Educational Psychologist and/or authorised services of the Cyprus Government.

Privacy and discretion will be upheld in all cases.

**Student privacy**

* ***Communication and Notifications***

Notifications and communication concerning activities, examination dates, re-examination dates, presentation dates, grades, etc., will be posted on the HHIC website. In order to protect your privacy your personal identification number or your HHIC Registration Number will be used when deemed necessary. It is your sole responsibility to be updated by visiting the website and knowing your personal identification number.

* ***Personal data***

The Higher Hotel Institute, Cyprus handles a large amount of your personal data, and we have always taken data privacy seriously.

The introduction of the General Data Protection Regulation (GDPR) in May 2018 provides the Institute with an opportunity to further strengthen the way student data are protected.

In our case, examples of personal information held by the Institute include:

* + Names of staff and pupils
	+ Dates of birth
	+ Contact details
	+ National identification numbers
	+ Grades and examination results
	+ Medical information
	+ Correspondence with the institute
	+ Applications
	+ Photos

After your enrolment at the HHIC, you are given a personal identification number which you need to keep and memorise, since all public dealings with you (website, notice boards, etc.) will be performed through it.

You will also be asked to sign a privacy document, allowing the Institute to use your personal data for everyday dealings, and will be subject to lawful processing.

Examination results (includes other forms of assessment such as coursework marks, quizzes/tests, midterms) are personal data and therefore will not be disclosed to third parties without consent.

**Student Identity Card**

The Cyprus Youth Board, in collaboration with the Ministry of Education, Culture, Sport and Youth, publishes FREE OF CHARGE the Student Identity Card / European Youth Card to all College and University students studying in Cyprus and abroad.

The Administrative Officer will supply you with the relevant application form.

**Youth Card**

Upon request, you can receive a Youth Card from a local bank which you can use as a Bank Debit Card (i.e. it is connected to your savings account).

This card can be used for discounts on shopping, dining, travelling and entertainment. For further information contact your local bank after receiving this card.

**Smoking policy**

Smoking is only allowed in open areas and not within the Institute.

**Students with special needs**

At the Higher Hotel Institute, Cyprus, we implement the specific regulations regarding students with special needs. (Law for the Training and Education of Children with Special Needs 113(1)/1999 AND 2001). The inclusion of students with special needs into tertiary education is a matter of policy for the Higher Hotel Institute.

Upon their enrolment at the HHIC, students should declare their disabilities, including specific learning difficulties, mental health and other health conditions on the registration form. Alternatively, they can also arrange a meeting with the Officer in charge of student disabilities, Dr Tatiana Shiamma-Charilaou, at their earliest convenience.

Be sure that disability issues remain confidential and no information will be imparted without your prior consent. Even if you do not feel comfortable to report any personal or medical information in your application, it is extremely important to contact the responsible officer and arrange an individual appointment. Your disability might not seem to impact on your ability to attend a particular course at the Institute, however your performance might be adversely affected without the necessary support.

**Career Counsellors / Counsellors of further studies**

Ms Elena Iosif and Mr Margaritis Antoniades are the counsellors in charge of industrial placement and employment.

Ms Ioanna Savva, Head of Hospitality Studies, is the counselor of further studies.

**Services of an Educational Psychologist**

The Institute provides the services of an Educational Psychologist who visits the Institute once a week. The student can utilise these services for individual advice regarding issues they may be encountering during their studies at the Institute. Referral to the Educational Psychologist can be achieved through the Class Counsellor or the Student Welfare Officer, but only with the consent of the student. Furthermore, the student may personally obtain these services by contacting the Educational Psychologist directly. The psychologist is at the Institute every Wednesday between the hours of 14:00 to 18:00 (Office 226).

**Services of the Student Welfare Office**

The mission of the Student Welfare Office is to support students during their studies at the Institute by providing services in the areas of study, professional guidance, social support and student life. The Office provides confidential services and assistance for issues of an academic and/or financial nature. It also provides consulting services and career guidance including assistance with producing CVs and cover letters. The Student Welfare Office is located on the 1st floor of the Institute, Office 224 and is open daily from 07:30 - 14:30 and Wednesday afternoons from 15:00 to 18:00.

**Useful Phone Numbers:**

|  |  |
| --- | --- |
| **Telephone Number** | **Name of Support Group** |
| 22 867555 | Independent Social Support Agency(Provides financial assistance to individuals experiencing financial difficulties due to unforeseen and exceptional circumstances)www.socialsupport.gov.cy |
| 1410 | Youth Board of CyprusMonday-Friday 10:00 – 24:00Saturday-Sunday 15:00 – 24:00<http://www.preventionsection.org.cy/> |
| 22385588 | KENTHEANon-profit organisation in Cyprus promoting against the use of drugs<http://www.kenthea.org.cy/> |
| 1498 | Services for Drug AbuseCyprus Police |
| 1440 | Association for the Prevention and Handling of Violence in the Family[http://www.domviolence.org.cy](http://www.domviolence.org.cy/) |
| 22512602 | Pan Cyprian Volunteerism Coordinative Council(Nicosia, Limassol, Larnaca, Paphos, Famagusta, Kyrenia)[www.ethelontis.net](http://www.ethelontis.net) |
| 1455 | Help LineCyprus Family Planning Association Sexual and Reproductive HealthDaily 08:00am – 10:00pm[http://www.cyfamplan.org](http://www.cyfamplan.org/) |
| 112 | Help line Police Services, Fire Department |
| 1460 | Citizen’s LinePolice Cyprus |

# APPENDICES

## APPENDIX I: Culinary Arts Workshop Regulations

UNIFORM SPECIFICALLY OUTLINED

All students in our training workshops are expected to observe the following regulations:

* Always arrive for your lesson on time. If you fail to meet the attendance requirements, you will be subject to a failing grade.
* The student will be asked to leave the class and will be counted as absent if not properly dressed for the workshop, or if the student’s uniform components are excessively soiled before the class begins.
* As a Culinary Arts student, you must always present a professional image. To accommodate that, you will be required to purchase and wear a proper kitchen uniform, which you must keep clean and neat at all times.
* Students should wear traditional double-breasted white jackets. The material is usually cotton. These jackets are designed to keep the chef safe from strove heat and splashes.
* Pants are usually fire-resistant and patterned (dark blue-and-white checked pattern) to hide stains.
* White aprons must be worn in the kitchen at all times. They should be made of a sturdy cotton mix.
* Because the kitchen is often hot, culinary students should wear neckerchiefs. They are used to soak up sweat. There is a variation in the colour of the neckerchief according to the year of study.

|  |  |
| --- | --- |
| * First Year Students
 | White neckerchief |
| * Second Year Students
 | Navy blue neckerchief |
| * Third Year Students
 | Black neckerchief |

* Wear shoes that are clean, sturdy, closed (no open toes), non-skid, and comfortable.
* The only hats allowed are white chef’s baseball caps. When representing the Institute at formal functions (Student Restaurant, Presentations, Functions, etc), you will be required to wear the traditional white chef’s hat (toque).
* Students should be in possession of at least two kitchen towels for each culinary workshop. It is advisable that they furnish themselves with a minimum of twelve towels.
* Hair – must be cut above the collar or pulled back and restrained with a hairnet or chef hat.
* Males must be clean-shaven.
* Fingernails must be kept trimmed and clean. No nail polish or fake nails will be permitted.
* Hands must be washed thoroughly upon arrival, before entering the kitchen, after using the washroom (in the restroom, and again when you return to the kitchen), after tasting food, when changing tasks, after breaks, after cleaning or handling garbage, and whenever hands could become contaminated. (The student will learn more about this in the programme.)
* Use of disposable gloves: Cover wounds on your hands with disposable gloves. Always use disposable gloves when handling food on service line.
* Jewellery – No jewellery may be worn in the kitchen.
* No visible body piercings are allowed.
* Good personal hygiene is essential. The student is required to shower or bathe daily. Fresh and clean clothing must be worn daily.
* Strong perfume is not allowed in the food production areas.
* Eating is allowed only in designated areas, and only during lunch break. Eating in the kitchen is not allowed. When tasting for correct seasonings use clean tasting spoons. Never remove food from the kitchen without the permission of your instructor.
* Kitchen clean up and daily assigned tasks are to be performed in a timely, organised manner. Cleaning of equipment, utensils and work areas during and after class is the responsibility of students.
* The student must remain in the kitchen unless permitted to leave by the instructor. This includes using the restroom.
* No smoking is allowed anywhere inside the building. Smoking is allowed outside the building during lunch and designated breaks.
* No cell phones are allowed in the food rooms. They should be turned off and stored away safely.
* No personal belongings are allowed in the culinary workshop.
* Students should be well behaved and respectful during the demonstration and food production.

## APPENDIX II: Food Service Regulations

**PERSONAL APPEARANCE**

* Students should wear clean, unwrinkled uniform.
* They should have a clean and neat personal appearance, and practice good personal hygiene and hair control. Hair must be cut above the collar or pulled back and restrained with a hair band or tied in a ponytail.
* All male students are expected to be clean shaven.
* Fingernails should be clean and trimmed. Nail polish should be avoided and press-on nails are not allowed.
* Wash hands with soap and water before returning to work after using the toilet, coughing, sneezing, blowing your nose, touching your face or running your fingers through your hair, etc.
* Handle all foods with proper utensils; do this in the food preparation area, too. Pick up glasses by the base, cups by the handles, and plates by the rim.
* No excessive jewellery, including bracelets, may be worn. Piercings of any kind must be small and acceptable to the instructor.
* Smoking is not allowed.
* Strong perfume is not allowed.

**Uniform for male students:**

* Black trousers (not jeans)
* White button-down shirt
* Black leather shoes (not sneakers)
* Bib apron (bordeaux coloured)

**Uniform for female students:**

* Black trousers (not jeans).
* White button-down shirt.
* Black leather shoes with low heel (not sneakers)
* Appropriate hose or stockings (skin toned)
* Bib apron (bordeaux coloured)

## APPENDIX III A: Computer Lab Regulations

The Institute has developed computer regulations that you must comply with. These apply to all computer users and to all computer equipment within the Institute. The following regulations, which govern the use of the computer room facilities, may from time to time be amended as necessary.

**Internet Access**

There is wireless access almost throughout the Institute.

**Admission to the Computer Classroom:**

The computer rooms are open for all students on the strict understanding that they are to be used solely for academic and research purposes.

**User Rules:**

* Always keep the computer room environment clean.
* Clear up all personal belongings after using the facilities.
* Smoking, eating and/or drinking are strictly prohibited in the computer rooms at all times.
* Maintain silence and refrain from disturbing other users.
* Do not disturb, delete or tamper with data files of other users.
* Listening to music, watching movies and playing computer games are not allowed in the computer rooms under any circumstances unless it is for academic purposes.
* Do not run any software or print any job that is not for academic purposes.
* The Student Computer Lab should not be used for any purposes other than the use of computer facilities. Users should leave the room once they no longer need to make use of the facilities.
* The printers should only be used for printing jobs for academic purposes.

## APPENDIX ΙΙΙ Β: Classroom Regulations

* Smoking and the consumption of food and drinks, in classrooms is strictly prohibited.
* Classrooms should always be kept clean and tidy.
* Displacement of furniture and equipment from one classroom to another should be avoided, unless necessary.
* Waste of energy should be avoided, thus lighting and air-conditioning/heating systems should always be switched off when classrooms are not in use.
* Your personal items are your sole responsibility; the Institute **bears no responsibility** for any loss of money or personal belongings.

## APPENDIX IV: Library Services & Regulations

The library of the Higher Hotel Institute Cyprus, designed to provide a pleasant environment for studying, specialises in Hospitality, Tourism and Culinary Arts related fields. It has a wide range of books, periodicals and audio visual aids on Tourism, Hospitality Operations, Culinary Arts and International Business. Furthermore, it provides Internet services and photocopying facilities.

**Purpose**

To be a leader in the Hospitality, Tourism and Culinary Arts fields, as well as an integral part of the teaching and learning environment of the Institute.

**Mission**

The library has 2 primary missions:

The first one is to have adequate material to meet the educational needs of students as well as the professional needs of the faculty and other personnel.

The second mission is to deliver and maintain quality services that will encourage the appropriate use of the library by faculty and students.

**Membership**

Only persons that are in possession of a library user identity card can borrow books from the library. This card is strictly personal and provides only the bearer of the card the right to access library material. It can be issued for:

* All HHIC students
* All HHIC staff
* Members of other institutions and the general public may use the library for reading and reference purposes, provided they submit their personal details in the guestbook.
* HHIC graduates can keep their membership rights.

Students and staff can have Internet access to all the material that has been uploaded on the system, through the link (www.hhic-library.com).

**General rules**

The regulations make the library a safe and friendly place to work, so please note:

* No, smoking, eating or drinking is allowed in the library.
* No pets are allowed in the library.
* The library is not responsible for the loss of personal belongings. Bags and other items of value should not be left unattended. Users should ensure that they take all your belongings with them when leaving the library.
* The library is a space for quiet study. Silence must be observed in the library at all times.
* In respect towards other users, the use of mobile phones is strictly prohibited in all the areas of the library. Mobile phones should be switched off prior to entering the library.
* Damage to or loss of library material must be compensated for by the person responsible for the damage or loss.
* Unauthorised removal of library material is regarded as a serious offence. Users should ensure that any library material they wish to take out of the library has been issued to them.
* Should books or other material be removed from the library shelves, they must be left on the library desks and replaced on the shelves.
* Photocopying machines cover the needs of the users and visitors. However, copying of any material is subject to the international rules of copyright.
* PCs and internet access are strictly provided to serve only educational and research needs.
* Should any of the above regulations be violated, the librarian has the right to ask the user to vacate the library.

**Entering the library:**

Entrance to the library is allowed only in the presence of the librarian or any other authorised person.

**Borrowing Books:**

* If the user wishes to borrow a book or any other relevant material from the library, the Librarian will issue him/her with a borrower’s library card.
* All library cards are kept by the librarian, who is responsible for keeping records on all library material.
* No person shall remove any library material from the library unless the proper procedure has been observed.
* Library material leaving the library remains the personal responsibility of the borrower until its return to the library.
* If the user needs a book longer than the loan period, this may be extended by the librarian, provided no other user has reserved that item.
* If the user needs to borrow a book that is already on loan, the librarian will reserve the book for them. As soon as it is returned, the user will be notified and will be given priority to borrow it.
* There are limits on the number of books that may be borrowed.
* In the event of loss, damage or non-return of any borrowed item, the borrower may be required to pay the full cost of repair or replacement of the item.
* Reference books and material such as journals, periodicals, dictionaries and encyclopaedias, which are marked "reference only", may not be taken from the library.
* Final Year Projects cannot be checked out and can only be used within the library premises.
* In the case a user urgently need a book that is already on loan, the librarian will recall the book (usually within 3 days) after a written request has been placed.
* Graduating students must return all borrowed library item(s) in order to receive their diplomas.

Number of books that can be loaned and lending period:

|  |  |  |
| --- | --- | --- |
| Status of Membership | Number of Books  | Lending Period(days) |
| HHIC Teaching Staff | 25 | 15  |
| HHIC Supporting Staff | 8 | 15  |
| Students, Partners and Researchers | 5 | 10 |
| Others | 2 | 3 |

**Other Library Services Available**

Photocopy, computer and internet facilities are available in the library for student use.

**Hours**

The Library is open six days a week and its schedule is as follows:

Hours of Operation: Monday-Friday: 07:30-14:30; 15:00-18:00

 Saturday: 09:00-13:00

**Contact us**

Higher Hotel Institute Cyprus

c/o Library

P.O.Box 24812

1304 Nicosia

Cyprus

Tel: (+ 357) 22 404 849

## APPENDIX V: Residence Hall

General information and regulations

**General Information**

The HHIC offers accommodation to students enrolled in its academic programmes.

The Residence Hall is located within the Institute’s premises and accommodation is offered on a rental charge

The Residence Supervisor is responsible for the smooth operation of the Residence Hall.

The Students´ Union cooperates with the Management of the Institute for the smooth operation of the Residence Hall.

Residence Rooms

All rooms are equipped with basic furniture such as beds, wardrobes, small bookcases coffee tables, desks and chairs.

The Institute does not provide bedding. All students must bring their own blankets, pillows, linen, towels, etc. Curtains and a mattress protective cover are provided.

Central heating and air conditioning are also provided.

It should be noted that the rooms of the Residence Hall accommodate from one to three persons and the rates vary accordingly:

|  |  |
| --- | --- |
| **Single Room Occupancy:** | € 210 |
| **Double Room Occupancy:** | € 105 per person per month |
| **Room for 3 persons:** | € 70 per person per month |

In exceptional cases, owing to the high demand for rooms, the Institute may proceed with placing 4 occupants in a room with fees amounting to €53 per student per month.

Obviously, the above fee should not be considered the norm, but an exception, and should a student depart from such a room the fees will be adjusted accordingly to correspond to fees for a room for 3 persons.

**Non-Discrimination Policy**

The HHIC does not discriminate against anyone on the basis of race, religion, colour, national or ethnic origin. Priority for accommodation is given to students whose place of residence is far from the Institute.

**Security**

One of the primary goals of the HHIC is to provide a secure and safe environment for all residential students. A security guard is responsible for the protection of the premises as well as for the students who reside in the Residence Hall.

The security guard is on duty on weekdays and public holidays between 18:00 and 07:30, and on weekends between 13:00 on Saturday until 07:30 Monday morning.

**HHIC BASIC REGULATIONS FOR THE OPERATION OF THE RESIDENCE**

The essential and minimal role of the Residence is that of allowing students to study and sleep in reasonable comfort.

The Institute requires that students show each other the mutual respect and consideration that neighbours or members of any community owe each other.

All student residents are responsible for knowing and adhering to the residence rules and regulations. They receive a copy of these upon arrival.

These regulations may be subject to change according to the judgment of the Institute and circumstantial changes.

1. The students undertake to pay their monthly rental fee. The amount is determined by the Council of Ministers, with the number of occupants varying between 1 and 3 persons per room. In the case of high demand, the Institute may proceed to letting rooms for 4 occupants per room, with the fees being adjusted accordingly.
2. Rooms are provided to students under the following conditions:
	1. They should sign a contract for their accommodation and terms of staying in the Hall
	2. Payment of rent in four instalments is as follows:
		1. The first instalment for first-year students will be paid in September, and will include a one-month rent insurance as well as the rent for the month of October.
		2. The second instalment for all students will be paid in November, and will include the rents for the months of November and December.
		3. The third instalment for all students will be paid in January, and will include the rents for the months of January, February and March.
		4. The fourth instalment for all students will be paid in April, and will include the rents for the months of April and May.
	3. They should pay the amount of a month’s rent as a guarantee for any damage or loss of keys.
	4. At the end of occupancy, the room will be inspected by the Residence Supervisor. If everything is in good condition, the guarantee will be refunded.

Dates and times of payment will be announced during the Academic Year.

**The following points are brought to the tenant’s attention:**

Cancellation or termination of the accommodation contract:

The Institute may proceed with the cancellation or termination of the accommodation contract in the following cases:

* The tenant has interrupted their studies at the Institute
* The tenant has been expelled from the Institute in accordance with the Higher Hotel Institute of Cyprus Regulations of 2012
* The tenant does observe their financial obligations as derived from the Hall of Residence operation regulations
* The tenant does not observe the residence contract terms as well as the residence’s regulations

Interruption or termination of the contract of the accommodation contract from the part of the tenant:

* The tenant may terminate or suspend the accommodation contract in the following cases, but only after they have informed the Institute’s management in writing:
* During participation in student exchange programmes, eg. Erasmus+
* On departing from the Institute
* Other reasons: In each case, the approval to discontinue the contract is at the discretion of the Institutes’ management

In the case of interruption or termination of the accommodation contract, the following applies:

* The tenant must notify the Institute in writing at least 15 days before, stating the reasons for contract interruption or termination
* Within this period, the Institute will try to find a substitute tenant from the reserve list (if available)
* In the case a substitute has been found, the departing tenant will continue paying the rent until a new tenant has occupied the room. The deposit will only be refunded after the room has been inspected by the Residence Supervisor. The room must be left in perfect condition and the keys of both the room and the kitchen must be returned.
* In the case a substitute tenant has not been found, the departing tenant will pay the whole amount of rent covering the span of the initial contract.
* The same applies when the departing tenant fails to notify the Institute in writing as stated above.
1. The responsibility for the cleanliness of the rooms lies with the tenants. The students must keep their rooms clean and tidy. All cleaning materials must be bought by the students. The rooms will be inspected by the Residence Supervisor when necessary. Students are informed of this in advance.
2. The students should respect their roommates and the rest of the tenants of the Residence. Order and peaceful surroundings are the responsibility of each one. Continuation of stay in the dormitories depends on students’ behaviour and decency.
3. The following is strictly prohibited for safety and cleanliness purposes:
	1. The presence of unauthorised visitors in the rooms (visitors may be received in the cafeteria area).
	2. The change of room or the movement of any equipment without prior permission of the supervisor of the residence. The removal of the protective cover of the mattress is strictly prohibited.
	3. The unlawful possession, use or distribution of alcohol and illicit drugs.
	4. Illegal possession of flammable material / firearms, etc.
	5. Smoking in the rooms and common areas of the residence.
	6. Candle lighting.
	7. Pets.
	8. The sticking of any photographs or poster etc on the walls and cupboards.
	9. Cooking and the use of electrical appliances.
	10. The use of any kind of gas cookers.
	11. The use of electrical heating devices (e.g. electrical heaters, electrical blankets, etc.)
4. There is a common kitchen on each floor, which can be used, provided that all rules and regulations concerning the operation of the common kitchen are observed.
5. Students are allowed to barbecue only in a designated area, and only after permission has been granted by the residence supervisor.
6. The disposal of litter both from the rooms and the common kitchen must be on a daily basis. It must be placed in the special litter bins provided in the yard. Keeping litter in the residence grounds may result in expulsion from the Institute.
7. Any non natural wear and tear to the rooms/the equipment or the common areas of the Hall of Residence will be paid by the tenants either individually or collectively as the case may be or it will be taken from the sum of the guarantee. Any damage or bad use of any installation must be referred to the Residence Supervisor immediately after observing it.
8. The Institute bears no responsibility for any loss of money or any other personal items of the tenants.

**Violation of Residence Regulations**

Violation of the Residence regulations will be examined by the Disciplinary Council of the Institute and may result in expulsion from the Institute.

1. **HOUSEKEEPING DEPARTMENT and FACILITIES**
	1. **Cleaning agents and tools for the cleaning of rooms**

Cleaning Agents and tools are your responsibility. The Institute provides you with professional cleaning agents and tools when necessary.

* 1. **Room and common-kitchen cupboard keys**

Room and common-kitchen cupboard keys are provided to each resident.

In case the key doesn’t work, for any reason, the tenant applies to the Residence Supervisor to exchange it. If lost, the tenant may ask for another one, in which case you will be charged with the relevant cost.

* 1. **Room air-conditioning/heating systems**

Room air-conditioning / heating systems are on during the following hours:

06:00 – 08:00

15:00 – 01:00

* 1. **Litter and toilet dustbin**

For hygiene purposes, empty the dustbins regularly. Carry the litter to the big garbage bins in the school yard behind the kitchen. It is strictly prohibited to keep rubbish in the corridors, in the common kitchen or your rooms for cleanliness purposes and personal health.

1. **DAMAGE IN ROOMS OR COMMON AREAS**

For any damage or malfunctioning of any installation or equipment to be repaired, the proper form must be filled in. Any problems must be referred to the Residence Supervisor, who will supply the relevant form to the maintenance Department.

1. **COMMON KITCHEN**

The common-kitchen must be used only by the Residence students.

Kitchen equipment must be stored in your personal kitchen cupboards so that misunderstandings can be avoided. Lights or any other electrical appliances should not be left on for safety and energy saving reasons.

Students who use the kitchen are obliged to clean the kitchen after each use and throw away the garbage.

Smoking is strictly prohibited in the kitchen area.

Equipment should not be moved from the kitchen area and it should not be damaged in any way.

1. **LAUNDRY**
	1. **Cypriot Students**

Cypriot students should wash their clothes at home. In the event of doing the washing on your own, it is prohibited to hang it on the windows for obvious reasons. You are advised to buy folding clothes lines, which you can keep in your rooms.

* 1. **Foreign students**

Foreign students can make use of the small washing machines and tumblers found in the basement of the Institute. The procedure and use of these machines will be explained to those intending to use them by the person responsible for the Linen Room.

1. **VENTILATION AND SEWAGE SYSTEM**

There is a ventilation system in your toilets and bathrooms which is activated as soon as the lights are turned on. It is important to turn off the lights of these rooms before you leave your room, otherwise the whole ventilation system remains in operation with the risk of collapsing.

Do not throw anything (e.g. tissue, toilet paper, sanitary pads) into the toilet bowl, because it can block the sewage system. Use waste bins instead.

1. **SAFETY / ENERGY and WATER SAVING / FIRE PREVENTION**

Special attention should be given to the use of various electrical appliances and electrical gadgets which must be unplugged when not in use.

You should ensure that all lights as well as air-conditioning/heating systems are off when you leave your room.

Students are expected to conserve water whenever possible. (Cyprus is in the front line of water shortages for the European Union).

 There is an automatic fire alarm system at the Institute. This system typically consists of manual call points and smoke detector systems located in dorm rooms, corridors and common areas. Refrain from tampering with the Fire Alarm System since that would jeopardise the safety of the Institute.

1. **KEEPING THE GROUNDS OF THE INSTITUTE CLEAN**

You are kindly requested to be particularly careful and sensitive with the cleanliness of the Institute grounds. Make use of the litter bins provided. Do not throw items out of your windows, you may hit someone. It is both a matter of SAFETY and CLEANLINESS.

## APPENDIX VΙ: HHIC Regulations

REGULATIONS GOVERNING THE OPERATION

OF THE HIGHER HOTEL INSTITUTE CYPRUS (H.H.I.C.)

**CHAPTER A**

|  |  |  |
| --- | --- | --- |
| **Brief Title****Explanation** | 1 | The present Regulations are referred to as the 2012 Regulations Governing the Operation of the Higher Hotel Institute, Cyprus, Regulations 2012. |
|  |  |  |
|  | 2 | In the present regulations, unless otherwise interpreted :"Academic Committee" refers to the Committee of the Institute which is governed by Regulation 27."Faculty" refers to those engaged in or are to engage in teaching at the Institute and have the responsibility of developing the educational programmes, the implementation, improvement and supervision of the implementation of the policy of the Institute in relation to the educational programmes."Director" refers to the officer who is appointed on the basis of the relevant Scheme of Service to manage the Higher Hotel Institute, Cyprus."Board of Directors" refers to the Board of Directors of the Higher Hotel Institute, Cyprus, (Reg. 30) appointed by the Minister of Labour, Welfare and Social Insurance."Institute" refers to the Higher Hotel Institute, Cyprus which may be referred to as H.H.I.C."Disciplinary Committee" refers to the Committee of the Institute which handles students' disciplinary offences.“Committees of programmes of study” are the Committees referred to in Reg. 29."Minister" and "Ministry" refer to the Minister of Labour, Welfare and Social Insurance and the Ministry of Labour, Welfare and Social Insurance respectively."S.UN.H.H.I.C." refers to the H.H.I.C. Students' Union. |
|  |  |  |
| **Appropriate****Authority** | 3 | Appropriate Authority is the Minister of Labour, Welfare and Social Insurance, who usually acts through the Permanent Secretary of the Ministry.  |
|  |  |  |
| **Administration** | 4 | The Higher Hotel Institute, Cyprus operates under the Ministry of Labour, Welfare and Social Insurance.  |
|  |  |  |
| **Mission** | 5 | The mission of the Institute, as a Tertiary Educational Establishment, is to supply the hotel, catering and broader tourist industry with appropriately trained and specialised personnel. It also aims at promoting policies and initiatives for upgrading the levels of quality of services provided, and achieving sustainable development and management of human resources in the industry.Towards this end the Institute offers the following:1. Tertiary education for vocational specialisation and meeting the needs of the industry
2. Continuing education and training to cover the needs of the industry
3. Advisory services and studies at vocational level to cover the needs of the industry
4. Support of the Ministry of Labour, Welfare and Social Insurance in the promotion of policies and initiatives to upgrade the levels of quality of services provided and achievement of sustainable development and management of human resources in the industry
 |
|  |  |  |
| **Language****of Instruction** | 6 | The Language of Instruction for full-time programmes is English unless otherwise decided by the Appropriate Authority.Continuing Education and Accelerated ab initio training Courses for the Industry or Special Programmes may be carried out in Greek. |
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| **Academic Year** | 7 | 1. The academic year begins on September 1st every year and ends on August 31st of the following year.
2. Each academic year, for the purpose of teaching, allotment of syllabus, evaluation of students and practical training in the industry of full-time programmes, is divided as follows:

|  |  |
| --- | --- |
| 01/09 - 30/09:  | Induction Course for all new comers.  |
| 01/10 - 25/01:  | Fall Semester |
| 26/01 - 20/05:  | Spring Semester |
| 21/05 - 31/05:  | Holidays |
| 01/06 - 30/09:  | Practical Training in the Industry (for those students who have completed the first and second year of Study).The above dates are subject to change, following the recommendation of the Director and the approval of the Board of Directors.  |

1. Final Exams are scheduled for the last fifteen days of each semester based on the syllabus taught during the specific semester.
2. Re-examinations take place during three examination periods, namely, the months of March, June and September.
3. The re-examinations of March refer to the 1st re-examination of the fall semester
4. The re-examinations of June refer to the 2nd re-examination of the fall semester and the 1st re-examination of the spring semester
5. The re-examinations of September refer to the 2nd re-examination of the spring semester.

Additional re-examination periods during the academic year can be set by the Academic Committee.1. The Appropriate Authority decides, after being advised by the Management of the Institute, to specify alternative dates for the tasks described in paragraphs (1)-(4) in cases, when unforeseen situations arise.
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| **Holidays** | 8 | Institute Holidays:1. All Civil Service Holidays
2. Christmas Holidays (23rd December to 6th January, both dates included)
3. Easter Holidays (Holy Wednesday to Tuesday after Easter, both days included)

In case of unexpected loss of time, the ending of the academic year is extended. |
|  |  |  |
| **Celebrations** | 9 | The Institute carries out celebrations according to the Academic Calendar. |
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| **Free** **Activities** | 10 | 1. Free activities aim at creatively occupying the students with topics of their own interest which may be related to their field of study or otherwise.
2. Free activities are within the framework of Societies or other events decided upon by the S.UN.H.H.I.C. The Management is at their disposal for assistance.
3. Free activities are organised at times outside the framework of the educational programme.
 |
|  |  |  |
| **Field Trips** | 11 | 1. Field Trips are organised by the Institute and are under the responsibility of the Director.
2. Field Trips form part of the educational programme and are determined according to the educational needs of each programme of study.
3. A student who absents himself from a field trip receives so many absences as the number of the corresponding lessons on the day of the field trip.
4. Field trips to foreign countries are organised with the approval of the Appropriate Authority.
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**CHAPTER B**

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| --- | --- | --- |
| **Number****of Students** **Admitted** | 12 | The number of students admitted to the Institute in each programme is determined by the Appropriate Authority, following the recommendation of the Board of Directors of the H.H.I.C. and taking into consideration the needs of the industry. A limited number of places, exceeding the prescribed ones (up to 5% of entrances), is allocated to candidates emanating from the following special categories, on condition that the relevant interviews show that the candidates will be able to cope with the needs of the profession.* Children of missing persons
* Children of persons killed during the war
* Children of people who are handicapped owing to the war
* Children of the enclaved
* Those suffering from Thalassemia
* Those suffering from chronic diseases such as diabetes.
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| **Submission****of Applications** | 13 | Entrance applications for the various full-time programmes offered at the Institute are submitted, after being advertised, on special forms provided by the Ministry of Education and Culture, unless otherwise decided upon by the Appropriate Authority in consultation with the Director and approval by the Board of Directors. Candidates are examined on subjects set by the Ministry of Education and Culture. |
|  |  |  |
| **Entrance****Applications** | 14 | An essential pre-requisite for the application to be accepted is the possession of a Secondary School Leaving Certificate from a six-year Secondary School (public or private) recognised by the Ministry of Education and Culture. |
|  |  |  |
| **Selection****Procedure** | 15 | 1. The students to be admitted are selected after taking the written exams within the framework of the exam system of the Ministry of Education and Culture for the Higher and Highest Educational Institutions, on the basis of the order of students' success and order of preference, unless otherwise decided upon by the Appropriate Authority, in consultation with the Director and the approval by the Board of Directors.
2. The eligibility of the students to be admitted to the programme is certified by a personal interview held by a special Committee of the Institute.
 |
|  |  |  |
| **Foreign** **Students****Applications** | 16 | Applications submitted by foreign students are subject to the following conditions.1. Holders of a Secondary School Leaving Certificate
2. Very good knowledge of the English Language.

Knowledge in English can be assessed by taking an entrance exam in English, unless a candidate is a holder of a certificate in G.C.E. "O" Level Grade C or higher in English Language or any other equivalent qualification. |
|  |  |  |
| **Foreign Students****Selection****Procedure**  | 17 | The selection of the foreign students to be admitted takes place after their qualifications have been evaluated and according to the existing number of vacancies. |
|  |  |  |
| **Registration** | 18 | Registration of successful candidates takes place two weeks after the announcement of the results, on dates determined by the Institute. |
|  |  |  |
| **Health Certificate** | 19 | Successful candidates must submit a Health Certificate prior to commencement of lessons. The certificate must show that candidates do not suffer from:* Infectious Hepatitis
* Hepatitis B
* AIDS
* Tuberculosis
* Serious skin diseases
* Other infectious diseases
 |

**CHAPTER C**

|  |  |  |
| --- | --- | --- |
| **Programmes****of Study** | 20 | Details of programmes of study offered (content and duration) appear in the H.H.I.C. prospectus. |
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| **Assessment** | 21 | 1. The system of assessment of the various subjects is from 1 to 100, the lowest passing grade being 50.
2. The Diploma bears the characteristic "Excellent" (85-100), "Very Good" (65-84), and "Good" (50-64).
 |
|  |  |  |
| **Student Assessment Procedures for the Culinary Arts and Hospitality and Tourism Management Programmes**  | 22 | 1. The procedure for assessment of the performance of a student in a specific subject is as follows:
	* Written Examinations
	* Written Assignments (individual or group work)
	* Quizzes and tests
	* Research projects (individual or group work)
	* Practical work
	* Presentations
	* Others.

The specific combination of the above and the relevant weight on the final evaluation of the student as set in the analytical description of the subject or in a special directive issued by the Management with the commencement of lessons.1. The final grade of the Diploma/Certificate is the result of the weighted average of all the subjects based on the European Credit Transfer System for each subject.

In the case of exemption from a subject, upon approval by the Academic Committee, the student takes the final examination for the purpose of acquiring the corresponding grade.1. At the end of the first and second year of study, the student is awarded a progress report with the analytical assessment in the various subjects of the year as well as the corresponding ECTS credits gained.

The student has the option of exit in the second year of studies in which case they are awarded a certificate and credited with 120 ECTS credits, allowing immediate access of employment in a wide range of possible positions in the hotel, catering and broader tourism industry. In order to be eligible for the aforementioned certificate and the detailed report assessment, the student needs to apply in advance and specifically before registration of the third year of study. 1. At the end of the third year of study, the student is awarded, together with the Diploma, a transcript with the analytical assessment in the various subjects for the three years of study.

In the case a student decides to continue his/her studies into the third year and fails, they are awarded a Certificate of Attendance indicating all their subjects and the corresponding grades.  |
|  |  |  |
| **Pre-Requisites****for the Award****of the Diploma** | 23 | 1. To be eligible for the Diploma of the H.H.I.C. in Culinary Arts and Hospitality and Tourism Management, a student is subject to the following requirements:
2. A grade of at least 50 out of 100 in all subjects.
3. Regular class attendance.
4. Satisfactory presence, performance and professional behaviour during the practical training in the Industry.
5. Settlement of all financial obligations of the student towards the Institute.
6. (1) To be eligible for the H.H.I.C. Diploma in Culinary Arts, a student is subject to the following requirements:
7. The acquisition of a total number of 180 ECTS credits with the allotment of credits being as follows:

|  |  |
| --- | --- |
| Professional Modules:  | 91 ECTS |
| Managerial Modules | 21 ECTS |
| Contextual Modules | 18 ECTS |
| Foreign Languages  | 22 ECTS |
| Final Year Project | 8 ECTS |
| Internship | 20 ECTS |
| **TOTAL** | **180 ECTS** |

* The above are graded from 1 to 100, with the acquisition of a minimum grade of 50 in each subject being a prerequisite for success.
* For the award of the corresponding credits in Industrial Placement (Internship),the following are required:
	+ Successful completion of a four-month practical training for each year
	+ Completion of assignments along with professional performance and ethics.
1. Regular class attendance.
2. Settlement of all financial obligations of the student to the H.H.I.C.

II (2) To be eligible for the H.H.I.C. Diploma in Hospitality and Tourism Management, a student is subject to the following requirements:1. The acquisition of a total number of 180 ECTS credits with the allotment of credits being as follows:

**Option A** (When a student selects a third foreign language)

|  |  |
| --- | --- |
| Professional Modules:  | 83 ECTS |
| Managerial Modules | 24 ECTS |
| Contextual Modules | 21ECTS |
| Foreign Languages  | 22 ECTS |
| Final Year Project | 10 ECTS |
| Internship | 20 ECTS |
| **TOTAL** | **180 ECTS** |

 **Option B** (When a student selects a subject other than a third foreign language)

|  |  |
| --- | --- |
| Professional Modules:  | 83 ECTS |
| Managerial Modules | 28 ECTS |
| Contextual Modules | 21 ECTS |
| Foreign Languages  | 18 ECTS |
| Final Year Project | 10 ECTS |
| Internship | 20 ECTS |
| **TOTAL** | **180 ECTS** |

* The above are graded from 1 to 100, with the acquisition of a minimum grade of 50 in each subject being a prerequisite for success.
* For the award of the corresponding credits in Industrial Placement (Internship),the following are required:
	+ Successful completion of a four-month practical training for each year
	+ Completion of assignments along with professional performance and ethics.
1. Regular class attendance.
2. Settlement of all financial obligations of the student to the H.H.I.C.
3. In exceptional cases and, after the decision of the Academic Committee, a maximum of a two-year period of time following the completion of the regular class attendance may be granted for the fulfilment of the requirements for the diploma award.
 |
|  |  |  |
| **Re-examinations** | 24 | Fifteen days after the completion of the exams, the Academic Committee meets to decide on re-examination issues.1. A student is referred to re-examinations when he/she has not achieved, in a subject or subjects, a grade of at least 50 out of 100.
2. The student is allowed to repeat the exam during the next two Re-exam periods.
3. Further to the prescribed rule 7. (4) referring to re-examination periods, additional re-examination periods are set by the Academic Committee before the commencement of the second and third year of study respectively.
4. In case a student fails all re-examinations, he/she is not eligible for a Diploma; instead, he/she is given a Certificate of Attendance stating all subjects and corresponding grades.
5. It is noted that in three-year programmes, a student who fails all re-examinations, is not allowed to continue his/her studies in the second or third year and he/she is expelled.
6. The re-examination grade is the only one valid for the specific subject or subject, is not to be added to previous grades and does not exceed the grade of 50%.
7. The student can, in exceptional cases, transfer from the first to the second year of study or from the second to the third year of study a maximum of three subjects in which he/she has failed to score a grade of at least 50 out of 100 after he/she has exercised his/her right of the two resits. This applies when a student´s failure is not due to utter negligence or when certain reasons justify the transfer, and it is decided upon by the Academic Committee.
8. In case a subject is transferred from one academic year to another, the student is placed on a probation period for up to nine months.
9. During the probation period, the Academic Committee monitors the overall student´s performance and decides upon lifting the probation period, extending it or expelling the student from the Institute.
10. For every re-examined subject, the student is charged with the approved fees. Concerning the re-examination in the practice of technical modules where practice is primarily involved, the student is charged, over and above the approved fees, with the expenses to cover the cost of ingredients needed.
 |
|  |  |  |
| **Incomplete Attendance** | 25 | 1. Absence from any teaching period of a lesson corresponds to one absence.
2. A student who has exceeded the 15% limit of absences of the total number of the actual contact periods in each subject, he/she is not eligible to take the final exam on the subject. In this case, the student is allowed to take the re-examination to obtain the Diploma.
3. In exceptional cases in which absence in a specific subject was not due to utter negligence and was unavoidable, such as serious health problems, the Academic Committee decides, upon the request of the student, whether the student will be allowed to take the final exams in the subject in question.
4. A student whose total class attendance is lower, in each subject, than 85% of the total number of the actual contact periods, is not eligible for a diploma, but is awarded upon request, a “Certificate of Incomplete Attendance” in which the subjects taught as well as the percentage of the lessons attended are stated.
5. Ιn cases when the students participate in special missions of the Institute, abroad or at home, with the approval of the Appropriate Authority, or they are involved in another activity of the Institute assigned by the management, or are absent for Students´ Union activities with the approval of the Management, or for service in the National Guard, absences are not recorded. Relevant Certificates should be presented for National Guard Service.
6. The members of the H.H.I.C. Students' Union (not more than four) who are appointed by the H.H.I.C. Students' Union at the beginning of each academic year, are granted permission by the Management for absences due to their involvement in activities aiming at serving the students' community.
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| **Written Examinations** | 26 | 1. The student takes the written examinations of the academic semesters/final exams, in those subjects which are examined in writing.

In case a student fails to take the examinations of the academic semesters/final exams or re-examinations, the Academic Committee examines the matter.1. A student who is caught cheating during written examinations loses all grades already allocated to the subject. The invigilator of the relevant subject makes a comment on the exam paper of the student and, where possible, proof of evidence is attached to the paper. The same applies to students who help each other during the examination. The Disciplinary Committee deals with these offences.
2. Detailed regulations concerning the final exams are handed out to the students with the exam time-table.
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| **Academic****Council** | 27 | 1. An Academic Committee is set up by the following members:
2. The H.H.I.C. Director, as president.
3. The H.H.I.C. Senior Officer.
4. The Heads of Hotel Management Studies department.
5. The Head of General Studies department.
6. The Head of Instructors.
7. A Representative of the permanent Teaching Staff elected by the permanent Teaching Staff Assembly which is called by the director.
8. A representative of the students elected by the Students´ Assembly which is called by the director.
9. An H.H.I.C. administrative officer attends the meetings, takes the minutes and exercises the duties of the secretary for the Academic Committee but is not eligible to vote.
10. The representative of the students in the Academic Committee has the right to participate in the meetings during the discussion as well as voting on all subjects, except those which might be exempted by virtue of the decision of the Academic Committee itself.
11. The ex-officio members of the Academic Council serve as long as they keep their posts, while the elected members are in office for two years, with the possibility of being re-elected for another term of office.
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| **Academic Committee Responsibilities** | 28 | 1. The Academic Council is the highest academic body of H.H.I.C. and has the responsibility of the academic work of the H.H.I.C. in the field of education and research, as well as the offering of advisory and other services, within the sphere of its own responsibilities, as follows:
2. Getting informed, observing the implementation of the H.H.I.C. educational policy and dealing with all matters relevant to the education/training of students.
3. Having the overall observation, taking care of the interpretation and implementation of the H.H.I.C. operation Regulations, and the drawing of the Academic Calendar.
4. Co-operating and guiding the Committees of Programmes of study, as well as exercising the duties of a secondary body, judging the decisions of the Committees of Programmes of Study, after a relevant appeal is made by anyone affected by these decisions.
5. Supervising and confirming subjects concerning the admission of students, examination and re-examination results, the final project and the issue of titles and certificate of studies.
6. Observing the developments and new trends in the Hotel and Catering Industry and in relevant sections of Education/training and submitting suggestions to the H.H.I.C. Board of Directors on subjects concerning the educational policy.
7. Setting up committees from its members to study exceptional cases and submit suggestions to the body or transferring to those committees any of its responsibilities stating the terms regarded necessary to be imposed.
8. Submitting to the Board of Directors a report concerning every subject sent to it by the Board of Directors for study purposes and submission of a report.
9. Exercising any other authority of duty set by the Board of Directors or the Appropriate Authority.
10. The Academic Council decides on the procedure for its operation, through internal regulations.
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| **Committee of Programmes of Study** | **29** | 1. For each H.H.I.C. Programme of Study, a Committee of Programme of Study is set, which has, concerning the relevant Programme, the authority to submit suggestions or advise the Academic Committee on subjects concerning the responsibilities of the Academic Committee and implements the H.H.I.C. Regulations concerning the performance and, generally, the evaluation of students in the relevant programme.
2. Each Committee of Programmes of Study is set up of five members as follows:
3. The Head of the department of Hotel Management Studies, who is the head of the relevant programme, as its president.
4. A member of the Academic Committee who is appointed by the Academic Committee.
5. Two members of the permanent teaching staff who are elected by the Teaching Staff assembly, called by the Director.
6. A representative of students programme who is elected by the assembly of the students of that programme.
7. Each Committee of Programmes of Study, in the exercise of its authority, will consult or invite any people including visiting experts.
8. The decisions of the Committees of Programmes of Study concerning the performance and, generally, the evaluation of students, are subject to the right of appeal, according to the normal procedure, before the Academic Committee.
9. The members of Committees of Programmes of Study serve as long as they hold their posts with the exception of the members who are elected and whose term of office is a two-year one with the possibility of re-election.
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| **Administrative Committee** | **30** | 1. The Administrative Committee is an advisory body which has the responsibility of advising the Director executing his duties.
2. The Administrative Committee is set up by the Director, as president, the Senior Officer, the Heads of the department of the Hotel Management Studies, the Head of the department of General Education Studies and the Head of Instructors as members.
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| **Library Operation** | **31** | A Library is in operation in the Institute and can be used by the students and the staff for the purpose of studying and borrowing books. The Library may be used by non Institute members according to the instructions of the Management of the Institute.Detailed regulations for the operation of the Library are provided separately. |
| **Dormitory****Operation** | **32** | A dormitory operates at the Institute offering accommodation to the students. Detailed regulations for the operation of the Dormitory are provided separately. |

**CHAPTER D**

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| **Privileges, Duties and Responsibilities of the Students** | **33** | 1. Each student is entitled to the education described in the syllabi of the Institute.
2. Each student, individually or collectively with other students, has the right to submit applications in writing, make suggestions or complaints to the Management of the Institute.
3. The student carries out his duties according to the instructions of the Management, in compliance with the present Regulations.
4. The student attends without fail the lessons of his programme of study.
5. The student must follow the practical training in the Industry which forms part of the Institutional training. Therefore, students are subject to the Institute Regulations during their practical training.
6. The student is obliged to complete the necessary period of practical training in the Industry at a Hotel, Catering or any other establishment the Management of the Institute approves of and under conditions of training and work approved by the Board of Directors of the Institute.
7. The student undertakes, on his own accord, work outside the normal programme of studies but within the framework of the activities of the Institute (choir, sports events, theatre, parades, cookery / pastry competitions).
8. The student wears the approved uniform on official celebrations, according to the instructions of the Management. As far as workshops and sports are concerned, students comply with the instructions of the Management regarding special uniforms.
9. The student is expected to participate in the activities of the Institute.
10. The student is obliged to respect and protect the property of the Institute and they are charged individually or collectively, according to the case, for any damage caused on purpose or neglect.
11. The student is obliged to keep the Management informed in time in case he/she intends to be absent from classes or exams.
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| **Financial Obligations** | **34** | 1. The student is obliged to pay the fees approved by the Board of Governors.
2. The fees are paid in two instalments, at the beginning of the first and second semester, respectively. Students not complying with the Regulations may not be allowed to sit the exams.
3. In case a student is expelled forever or leaves the Institute or the hotel where he is doing his practical training, he is obliged to pay the following:
* The fees which correspond to the period of time he studied until the date he left or was expelled, and
* Compensation, the amount of which lies with the jurisdiction of the Director. The compensation must not exceed the remaining part of the fees for the prescribed year of Study.
1. The student contributes to the Development Fund of H.H.I.C. the amount of money decided upon by the Council of Ministers.
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| **Students'****Discipline** | **35** | 1. The student observes the Institute Regulations and the Management Instructions, behaves decently towards his fellow students, the staff of the Institute and his fellow people in general, and refrains from actions which might affect adversely the image of the Institute or cause the public to lose faith in it.
2. Disciplinary Regulations and procedures approved by the Board of Directors regulate the handling of disciplinary offences during the students' training at H.H.I.C. and their practical training in the Industry.
3. The responsibility for the students' discipline lies with the teaching staff and the Director of the Institute who decides as to whether a student is to appear before the Disciplinary Committee for a specific action or neglect.
4. During the examination of disciplinary cases, the principles of fair treatment are applied. The student is entitled to be informed of what he is accused of, be heard and have a just and impartial treatment. The student is informed in writing of the decision in a week's time.
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| **Disciplinary Committee** | **36** | 1. Duties of the Disciplinary Committee, for the discipline of the H.H.I.C. students are performed, depending on the seriousness of the offence, either by the Academic Committee as a body or any other Committee of it, set up for this purpose by a decision of the Academic Committee as a body, in which the representative of the students at the Academic Committee is included.
2. The Disciplinary Committee, meeting either as a body or in a committee of it, is always presided by the Director of H.H.I.C., deals with, according to the set procedure, the disciplinary offences of H.H.I.C. students and has the authority to impose the penalties prescribed by the disciplinary code.
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| **Disciplinary Penalties** | **37** | 1. Depending on the severity of the disciplinary offence, the Disciplinary Committee may impose, among others, the following disciplinary penalties:
	* Oral reprimand
	* Written reprimand
	* Compensation for ill-intentioned damage to the Institute property.
	* Disciplinary period on probation.
	* Expulsion from the Institute, even for ever, with the
	* Approval of the Appropriate Authority.
2. In case a student is set on probation, his/her overall behaviour and conduct are monitored by the Disciplinary Committee. For the penalties set in (iv) and (v) above, the Academic Committee in body undertakes the role of the Disciplinary Committee.The penalty of expulsion from classes may be imposed with suspension.
3. The students affected by a Disciplinary Committee decision are informed in writing about the penalties imposed and the relevant documents are placed in their personal files.
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| **Students' Councils** | **38** | 1. Each class elects its own Council, according to the provisions of the statutory Regulations of the Students' Union (S.UN.H.H.I.C.).
2. The Students' Councils aim at:
3. Realising the crucial necessity and utmost utility of the laws, methods and procedures of democratic life, as well as administration and compliance with these, in a way that contributes to the creation of free, responsible and democratic people - civilians.
4. Developing self-discipline and inter-respectability among students, practising self-administration, free and productive dialogue as well as constructive criticism.
5. Promoting social gatherings among students and developing initiative, sense of responsibility, co-operation, altruism and brotherhood.
6. Promoting the intellectual, artistic and athletic interests of the students.
7. Co-operating with the Management of the Institute and submitting suggestions for the promotion and solution of problems concerning the students.
8. Developing friendly relations and co-operation with the Students' Councils of other Schools.
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| **Students' Union** | **39** | 1. The Students' Union is registered and, thus, operates on the basis of the Associations and Institutions 1972 (N.57172) Law and the statutory regulations, based on the above Law.
2. All students, on enrolment, become automatically members of the Students' Union, unless they state otherwise.
3. The Students' Union is represented by a Council elected on the basis of the provisions of the statutory Regulations of the Students' Union.
4. Representatives of the students are called upon to participate in various committees set up by the Institute and convey the opinion of the students on matters under discussion to the Management of the Institute. The Union undertakes the organisation of recreational and sports activities, social functions, as well as other activities related to the welfare of the students.
5. The Students’ Union keeps the Students' Affairs Officer informed on matters concerning the activities of the students, related to the utilisation of facilities and equipment of the Institute, provided the prior permission of the Director is obtained.
6. A member of the Council representing the Students' Union who commits a disciplinary offence and is punished by the Disciplinary Committee, for an offence which has been characterised by the Disciplinary Committee itself as a serious one, loses the privilege of participating in different Institute Bodies.
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**CHAPTER E**

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| **Board** **of Directors** | **40** | The Board of Directors of HHIC has an advisory role to the Minister of Labour, Welfare and Social Insurance. The composition and terms of reference are set by the Council of Ministers and the members are appointed by the Minister of Labour, Welfare and Social Insurance. |
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| **Matters not mentioned in the present Regulations** | **41** | The Appropriate Authority decides on matters not covered by the present Regulations and not included in the terms of reference of the Academic Committee. |
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| **Amendment** **of Regulations** | **42** | The Regulations are subject to change upon recommendation by the Board of Directors and the approval of the Appropriate Authority. |