

Work and Study Program

Dear students,

I would like to inform you about the new exciting prospects that the College of Tourism & Hotel Management started to offer from the academic year **September 2009**.

The college is always striving for innovating solutions to accommodate the students' needs. We have always tried to maintain the right balance between academic study and work experience and provide our students with the required theoretical and practical skills necessary for a successful career in the hotel industry. So far we have been able to offer guaranteed paid internships during the summer period as part of the programs offered by the college. The work experience gained was necessary for the completion of the degree and it provided the graduates with the required expertise to enter the industry. The **new Work & Study offer** that we have for the students is along the same principles of academic study & work experience. It is offered for the **BA Hospitality Management** degree, the difference being that it places extra emphasis on the experience gained by the student as part of the program. We are now in a position to offer the students **guaranteed 12-month contracts** for the full duration of their studies at the college. In collaboration with **reputable hotel chains** the students will be able to gain the best of both spheres, the academic and work experience which will greatly increase their employability prospects after completion of the program. In detail the program will include:

- 1. 12 month contracts for the duration of their studies***
- 2. Accommodation & food for full contract duration (during working days & days off)**
- 3. Medical & Social insurance**
- 4. Transfer from Larnaca airport to the hotel (depending on the employer)**
- 5. Transfer from the work place to the college (depending on the employer)**
- 6. Payment of tuition fees by the employer & Salary of €250 per month for the full duration of the contract, + tips**

*Subject to an evaluation with the completion of the first six months of the first year.

The program will be divided in **such a way to facilitate both, work & study**.

Upon receiving the Contract of Admission the students will have to provide to the college a **€1300 deposit**.

Students interested for the work & study program for **Master in Business Administration (MBA)** will sign a 24 months contract including the same clauses.

Ace scholarships are available to work and study students only after express recommendation from the Academic Director and approval by the Director.

Once the applications are processed the potential candidates might be interviewed by a member of the college and a member of the company and be given final admission on the program.

CLARIFICATIONS FOR THE PROGRAMS

- (1) Transfer of credits from another academic institution is possible as long as we receive the necessary translated and attested transcripts.
- (2) Students with poor knowledge of English can spend one or two semesters on English language as part of the program.
- (3) Students will cover the required study hours in two days (schedule may vary approximately 15 hours per week). They will cover the required working hours (40 per week) in 5 days per week, 8 hours per day. Over Christmas and Easter Holidays (normally 2 weeks each) students will work 6 days per week 8 hours per day plus one day off. During the summer period 1st June- 30th September students will work for 6 days per week 8 hours per day. The week prior to the examination period in January and May the students will receive 3 days off.
- (4) Overtime pay is set at 3. Euro per hour and can be also given as extra time off.
- (5) The deposit of €1300 is refundable ONLY at the end of the program (upon graduation ONLY).
- (6) Work & Study students are entitled a 13th month full salary.
- (7) The payment of the fees is divided over a period of 12 months and is paid by the hotel. Accommodation is also provided and paid by the employer.
- (8) Students can apply any time for these programs. We have three intakes every year, one in February, one in July and one in October.
- (9) The application should be submitted together with the application fee of €155, which is non-refundable.
- (10) The contract with the hotelier will be signed before the student comes to Cyprus.
- (11) For every year of work the student is entitled to three weeks of leave and a return flight ticket to his/her home country.
- (12) In case of sickness the collective agreement between hoteliers and unions is applicable after the student has completed 6 months with the employer. The first 3 days are not paid. A doctor's notification is required.

Please send your **application form** together with the following:

- (a) Application fee of €155, (b) Copy of the passport, (c) Four passport size photos, (d) Two sets of attested photocopies of the senior/high school leaving certificate with the grades report, (e) Curriculum Vitae (with attached digital photo)

FEES STRUCTURE

	BA HM 5 years	MBA 24 months
Application Fee	€155	€155
Deposit*	€1300	€1300

Note: * **Deposit** is refundable upon completion of the PROGRAM.

Revised 2014.

ΜΑΘΗΜΑΤΑ ΤΟΥ ΚΛΑΔΟΥ ΚΑΤΑ ΚΑΤΗΓΟΡΙΕΣ ΑΝΑ ΕΞΑΜΗΝΟ
“HOSPITALITY MANAGEMENT (4 YEARS PLUS AN OPTIONAL
FOUNDATION
YEAR, BACHELOR OF ARTS)”

A/A	Σελ. της δήλ.	Μάθημα και κωδικός αριθμός του	Περίοδ. Ανά εβδομάδα	Διάρκεια Περίοδ.	Αρ.Διδακτ. περιόδων ανα ακαδη. Εξάμηνο	Αριθμός πιστωτικών μονάδων ανα ακαδ. Εξάμηνο CREDITS PER SEMESTER	Αριθμός πιστωτ. μον. ανα ακαδ. Εξάμ. σε ECTS
Π.χ.		COURSES	LECTURES PER WEEK	DURATION PER LECTURE	NUMBER OF LECTURES PER SEMESTER		ECTS
1		ΕΛΛ101 - Ελληνικά	2	50'	15	2	
		SEMESTER ONE Compulsory:					
1	66-67	ENG121 – The Technique of Writing and Language Studies	3	55'	45	3	6
2	68-69	COM103 – Computer Fundamentals I	3	55'	45	3	6
3	70-72	HOT101 – Introduction to the Hospitality Industry	3	55'	45	3	6
4	73-75	HOT109 – Theory of Catering	3	55'	45	3	6
5	76-77	HOT117 – Food Preparation Lab	3	55'	45	3	6
		Electives: (One of the Three)					
6	78-79	FRE121 – French Language (Beginners)	3	55'	45	3	6
7	80-81	GER121 – German Language (Beginners)					
8	82-83	ECO101 – Microeconomics					
		TOTAL	18		270	18	36
		SEMESTER TWO Compulsory:					
9	84-85	ENG122 – The Technique of Writing and Advanced Language Studies	3	55'	45	3	6
10	86-88	CYP111 – Cyprus History	3	55'	45	3	6
11	89-91	HOT202 – Food and Beverage Management	3	55'	45	3	6

12	92-94	ACC102 – Financial Accounting for the Hospitality Industry I	3	55'	45	3	6
13	95-97	HOT118 – Practical Experience in Food and Beverage Service	3	55'	45	3	6
Electives: (One of the Three)							
14	98-99	FRE122 – French Language (Beginners)	3	55'	45	3	6
15	100-101	GER122 – German Language (Beginners)					
16	102-103	ECO201 – Macroeconomics					
TOTAL			18		270	18	36

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Π.χ.		Π.χ.	Π.χ	Π.χ	Π.χ	Π.χ	Π.χ
1		ΕΛΛ101 - Ελληνικά	2	50'	15	2	
SEMESTER THREE							
Compulsory:							
17	104-106	ENG211 – Speech and Language Practice	3	55'	45	3	6
18	107-108	COM104 – Computer Fundamentals II	3	55'	45	3	6
19	109-111	HOT207 – Front Office Management	3	55'	45	3	6
20	112-114	HOT206 – Housekeeping Management	3	55'	45	3	6
Electives: (One of the Three)							
21	115-116	FRE211 – French Language (Intermediate)	3	55'	45	3	6
22	117-118	GER211 – German Language (Intermediate)					
23	119-120	TOU314 – Tourism and Hospitality Industry					
TOTAL			15		225	15	30
SEMESTER FOUR							
Compulsory:							
24	121-123	ENG212 – Effective Speaking and Advanced Language Practice	3	55'	45	3	6

25	124-126	HUM201 – Human Relations / Supervisory Development	3	55'	45	3	6
26	127-129	ACC203 – Financial Accounting for the Hospitality Industry II	3	55'	45	3	6
27	130-132	MAR101 – Marketing Principles	3	55'	45	3	6
Electives: (One of the Three)							
28	133-134	FRE212 – French Language (Intermediate)	3	55'	45	3	6
29	135-136	GER212 – German Language (Intermediate)					
30	137-139	MAR306 – Hotel/Motel Sales Promotion					
TOTAL			15		225	15	30
A/A	Σελ της δήλ	Μάθημα και κωδικός αριθμός του	Περίοδ. Ανά εβδομάδα	Διάρκεια Περίοδ.	Αρ.Διδακτ περιόδων ανα ακαδη. Εξάμηνο	Αριθμός πιστωτικ ών μονάδων ανα ακαδη. Εξάμηνο	Αριθμός πιστωτ. μον.ανα ακαδη. Εξάμ. Σε ECTS
Π.χ.		Π.χ.	Π.χ	Π.χ	Π.χ	Π.χ	Π.χ
1		ΕΛΛ101 - Ελληνικά	2	50'	15	2	
SEMESTER FIVE							
Compulsory:							
31	140-142	HOT308 – Facilities Management	3	55'	45	3	6
32	143-144	LAW311 – Business Law	3	55'	45	3	6
33	145-147	HUM202 – Business Psychology	3	55'	45	3	6
34	148-150	ACC308 – Financial Management	3	55'	45	3	6
35	151-153	TOU221 – Tourism Planning and Development	3	55"	45	3	6
TOTAL			15		225	15	30
SEMESTER SIX							
Compulsory:							
36	154-156	HOT302 - Food and Beverage Controls	3	55'	45	3	6
37	157-159	HOT301 – Convention Management	3	55'	45	3	6

		and					
		Services					
38	160-162	BUS453 - Research Methods	3	55'	45	3	6
39	163-165	MAR201 – International Marketing	3	55'	45	3	6
40	166-168	HUM203 – Human Resources Management	3	55'	45	3	6
		TOTAL	15		225	15	30

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Π.χ		Π.χ.	Π.χ	Π.χ	Π.χ	Π.χ	Π.χ
1		ΕΛΛ101 - Ελληνικά	2	55'	15	2	
		SEMESTER SEVEN					
		Compulsory:					
41	169-171	HUM406 Managing Organizations	3	55'	45	3	6
42	172-173	TOU411 Tourism and Leisure Mgt	3	55'	45	3	6
43	174-175	HOT405 Current Issues in Hospitality Industry	3	55'	45	3	6
44	176-178	HUM408 Strategic Management	3	55'	45	3	6
		TOTAL	12		180	12	24
		SEMESTER EIGHT					
		Compulsory:					
45	179-181	HUM413 Small Business Management	3	55'	45	3	6
46	182-184	BUS409 Senior Research Project	3	55'	45	3	6

47	185-187	ACC311 Financial Management and Control	3	55'	45	3	6
48	188-190	HUM315 Intercultural communication	3	55'	45	3	6
		TOTAL	12		180	12	24
		TOTAL FOR GRADUATION				120	
		<u>PRACTICAL TRAINING</u>					
		<u>SUMMER MONTHS (OPTIONAL)</u>					
49	192	HOT211 – Industrial Placement	40	60'	640	3	6
50	193	HOT311 - Industrial Placement	40	60'	640	3	6
51	194	HOT411- Industrial Placement	40	60'	640	3	6
		TOTAL	120		1920	9	18
		FOUNDATION COURSE					
		FIRST SEMESTER					
52	195-196	ENG021 English Grammar	13	55'	182	0	0
53	197-198	ENG022 Reading and Writing	12	55'	168	0	0
		TOTAL	25		350	0	0
		SECOND SEMESTER					
54	199-200	ENG051 English Grammar	10	55'	140	0	0
55	201-202	ENG052 Vocabulary and Comprehension	10	55'	140	0	0
56	203-204	ENG053 Five Star English	5	55'	70	0	0
		TOTAL	25		350	0	0
		INTENSIVE SUMMER COURSE					
57	205-206	ENG041 English Grammar	10	55'	100	0	0
58	207-210	ENG042 Vocabulary and Comprehension	10	55'	100	0	0
59	211-212	ENG043 Five Star English	5	55'	50	0	0
		TOTAL	25		250	0	0

FALL 2014 INTAKE

**TUITION AND OTHER FEES FOR ANY UNDERGRADUATE PROGRAM
FOR EU COUNTRIES**

I. Regular tuition fees for Fall 2014 and Spring 2015 semesters € 6100	Advance payment € 3100
II. Other fees	€
Application fee (payable once)	155
Registration fee (payable every semester)	75
Admissions expenses (payable once)	NIL
Student union fee (payable every semester)	40
Computer lab fee (payable every semester)	45
Accident Insurance (payable every year)	NIL
Food Preparation Lab and Uniform (payable once, applicable only for 1 st semester students of Hotel Administration & Hospitality Management programs)	<u>125</u>
Total other fees	440
Total tuition & other fees	€ 3100 + 440 = 3540

All tuition and other fees must be transferred to the following College's bank account:

**CHRYSAKO EDUCATIONAL CENTRE LTD
COLLEGE OF TOURISM AND HOTEL MANAGEMENT**

**HELLENIC BANK, NICOSIA
A/C EUR€: 119-01-571247-01
B/C: HEBACY2N
IBAN: CY 60 0050 0119 0001 1901 5712 4701**

**Fees per Year:
1st Year = €3550
2nd Year = €3700
3rd Year = €3800
4th Year = €4000**