



INSTITUTE OF BANKING STUDIES CYPRUS (IBS CYPRUS)

BANKING TRAINING SECTOR CERTIFICATES OF THE AMERICAN BANKERS ASSOCIATION (USA)

GENERAL BANKING CERTIFICATE

REGULATION OF OPERATIONS

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1. GENERAL PROVISIONS

The IBS - The Institute of Banking Studies Cyprus offers the Professional Certificates of the American Bankers Association -ABA). In addition to obtaining the Professional Certificates, IBS offers Certifications of successful attendance of the courses of the Certificates.

1.1. Entities of the Program

- **IBS - The Institute of Banking Studies - Cyprus** (The Local Training Provider of the ABA Educational Program and Products for Cyprus)
- **IBS S.A. - The Institute of Banking Studies -Thessaloniki** (The Local Training Provider of the ABA Educational Program and Products for Greece)

1.2. Tutors

Teaching of the courses will be undertaken by ABA and IBS SA Greece- approved tutors, who are holders of a graduate or postgraduate diploma and conduct research and/or publish written work in sectors which are at the peak of professional banking education.

1.3. Facilities

The facilities and the terms for providing the programs are approved by the ABA.

2. REGISTRATION FOR THE PROGRAM

2.1. Candidates

Graduates from any recognised establishment of secondary and/or higher education can undertake the ABA Certificates and therefore, no specific background knowledge is required.

2.2. Entry Procedure

Each academic year is divided into two academic periods during which time, those interested may submit their applications for entry into the program of the Institute:

Autumn: October -January

Spring: February -June

2.2.1. Application for Entry

The candidates can obtain the application for entry either electronically or from the Secretariat of the Institute. **Applications for entry are accepted during the entire year** and must be accompanied by a copy of the candidates' identity card and a copy of their School Leaving Certificate of Secondary Education (Apolitirion).

2.3. Duration of Studies

The maximum time period for obtaining a Certificate is five years from the commencement of the studies in the program.

Where the student temporarily interrupts his/her studies, they may maintain their performance in the examinations and coursework which they have already successfully attended.

The Academic Committee (see para. 4.3) reserves the right to allow a student in exceptional cases to continue/complete the program even if it exceeds the above time limits. Each case is examined individually and an appropriate decision is taken.

2.4. Conditions for obtaining Certificates

Each student who is registered for a certain Certificate is obliged to attend and complete successfully all the courses of the Certificate, in order to obtain the required credits for its completion.

For each course that the student attends and completes successfully, he/she will be awarded a Certification of Success from ABA.

2.5. Courses/Credits

The **General Banking Certificate** includes 8 courses worth 21.5 credits.

The total courses/credits required to obtain the above Certificate are determined in accordance with the ABA guidelines.

Upon successful completion of a course, the student will obtain the credits corresponding to the course. The credits of each course are determined according to its breadth and the hours of teaching.

The teaching and assessment of the courses will be conducted in the Greek or the English language.

Specialised books will be offered by ABA for each course.

The courses provided in each academic period are timely announced by the Secretariat and are published on the Institute's website.

2.5.1. Course Attendance -Teaching

It is considered necessary that students attend all lectures of the courses in accordance with the program and that they attend classes punctually.

The teaching of the courses may also be made via Webex -electronic platform, which enables students to attend and participate in courses as they are being conducted (provided there is internet connection) no matter where the student may be, provided that the place selected is appropriate for attending courses.

Where excessive and/or unjustified absences are recorded (more than 20%), it is possible to take administrative and academic measures in order to deal with the problem.

2.5.2. Course Registration and Tuition Fees

The Period of course registration is announced by the Secretariat and is published on the Institute's website.

Those interested may submit or send their applications by fax to the Secretariat of the Institute after completing the "Application for Course Registration" within the time frames specified by the Institute.

Registration for specific courses requires the completion of other courses, as specified by the Academic Committee (see para. 4.3) and the ABA.

The registration is validated on payment of the tuition fees, the amount of which will be specified in accordance with the teaching hours of the courses and are announced before the commencement of the registration. The tuition fees per course are comprehensive and include the following:

- Registration fees to ABA
- Course textbooks
- Tuition and Assessment
- Certificates
- First Examination

Any delay in fulfilling financial obligations may lead (a) to a delay in the student's progress (b) to the interruption of his/her studies and (c) to the non-issuance of certifications of success.

2.5.3. Maximum number of courses and course attendance

There is no limit to the number of courses to which a student may register and attend, provided that he/she is in a position to respond to the demands of the course.

2.5.4. Postponement of courses

The students are entitled to postpone their registration for specific courses to the next academic period. For this purpose, the “Application for Course Postponement” must be submitted and delivered to the Secretariat of the Institute. The application must be accompanied by all the necessary supporting documents. *Otherwise, it will not be taken into consideration.*

Completion of the above application does not secure a course postponement. The request will be examined by the Academic Committee (see para. 4.3), which will make a decision according to the circumstances of each case.

In case a course postponement is approved, the course is automatically postponed for attendance to the next academic period.

3. COURSE ASSESSMENT

3.1. Items of Assessment

The items of assessment are written assignment and/or written final examinations.

This is determined according to the nature and extent of each course.

Specifically, courses worth:

3 credits are assessed by a **Written Examination**

0.5 credits are assessed by a **Written Assignment**.

3.1.1. Written examinations

For the courses assessed by Written Examination, students are required to take part in the Written Examinations following completion of the tuition of each unit of courses. The written examinations are conducted after the end of each unit of courses and the exact dates are notified to the students by the Secretariat and are published on the Institute's website.

The correction of the written examinations will be undertaken by tutors of the IBS SA for Greece, following approval of the ABA. ABA will conduct sample tests.

The attention of the students is drawn to the following:

Copying or improper conduct during the examinations will result to the imposition of the most severe penalties provided for in the disciplinary procedure, in addition to failure of the examination (see para. 5).

3.1.2. Assignments

For the courses assessed by Written Assignment, details as to the **format, the submission procedure and time**, are set out in **Annex II**.

The correction of the written assignments will be undertaken by tutors of the IBS Cyprus, following approval of the ABA. ABA and the IBS SA for Greece will conduct sample tests.

The subjects of the assignment for each course will be prepared jointly by all tutors who teach the course and will be notified to the students at the beginning of each unit of courses. The structure and the requirements for each assignment will be specified in detail for each course.

Assignment submitted after the last day of submission and up to the last day of the unit of courses will be considered as **“delayed”** and its grade will be reduced by 10%. If the assignment is submitted after the last day of the unit of courses, it will **not** be received and will be considered as non-submitted. The Director of the Program (see para. 4.2) reserves the right to amend the above by examining the true circumstances of each case.

In exceptional circumstances, the Academic Committee (see para. 4.3) may give a general extension to the deadlines for submission of the assignment.

The attention of the students is drawn to the need for the assignment to be, on the one hand original and, on the other hand, to have a clear reference to the sources of data and information used for the assignment. Where it is ascertained that the above elements of academic propriety have not been observed, the most severe penalties may be imposed, which are provided for in the disciplinary procedure in addition to failure of the assignment (see para. 5).

All students should keep copies of their assignments in case such is required before finalization of the results.

3.2. Pass

For the successful completion of a course **a grade equal to or greater than 60% should be achieved** for the item of assessment corresponding to the course (see para. 3.1).

3.3. Fail

- A grade less than 60%,
- the non-submission of the written assignment or
- the unjustified absence from the written examination,

will result to the unsuccessful completion of the course and shall be considered as a fail.

A student who has failed a course can re-submit/repeat the item of assessment of the course in which he failed, two more times. The new submission of the items will be compulsory and will be made in the next academic period within the time period for submitting assignments and written examinations which are specified by the Institute.

The Academic Committee (see para 4.3) reserves the right to allow a student who has failed a course 3 times to register and attend such course anew. In such a case the student is obliged to repeat all the course assessment items, provided that the completion of the program will not exceed five years (see para 2.4).

3.4. Final Marking

The final marking which is notified to the students (see Annex I) has a scale of 0-100% (see Table of Final Marking) and the passing grade for the final marking will be 60%.

Table of Final Marking

A = Excellent	90 - 100%	F5 = Fail	50 - 59%
B = Very Good	80 - 89%	F4 = Fail	40 - 49%
C = Good	70 - 79%	F3 = Fail	30 - 39%
D = Average	60 - 69%	F2 = Fail	up to 29%

3.5. Application for Grade Breakdown of the Final Written Examinations

A student who has failed in a course is entitled to submit an application for a written grade breakdown of the essay of his final examination within 15 days from the notification of the results by submitting the relevant form - “Application for a Grade Breakdown of the Final Written Examinations” and by paying the fees of the specified amount per course. The breakdown of the examination essay will only be made once for each examining period.

It is clarified that the student who wishes to proceed to such a procedure is already aware that his grade cannot change nevertheless he follows such procedure in order to be informed of his weaknesses and the manner for improvement of same. Therefore, **no application will be accepted for a new assessment of his performance (re-marking) of any item which concerns the course (e.g. final examination, assignment).**

The reply will be signed by the assessor, will be in writing and will be delivered to the student approximately 40 days before the submission of the application. A copy of the reply will be sent also to the Director of the program.

The reply will take into account three parts:

First part: Grade breakdown per subject and question, in relation to the maximum grade.

Second part: Noting the failures and mistakes during the assessment of the answers and the relevant comments, the reasoning of the given inadequate grade and the reasons for the failure.

Third part: Recommendations and proposals which should have been taken into account in the answers, for improving the written work.

Any additional explanations and clarifications in relation to the breakdown will be provided orally by the Director of the Program.

3.6. Deferral of the Examination

In cases where the student will be unable to timely respond to the submission of his/her written assignment or to appear in an examination due to extraordinary and exceptional circumstances (e.g. serious illness) will be entitled to submit an “Application for Deferral” and to have a deferral of the examination or of the submission of his/her assignment to the next examining period. The application should be submitted or sent by fax to the Secretariat of the Institute and be accompanied by all necessary supporting documents within the time frames specified, up to one week after the end of the examining period. The deferral of the examination for a certain course may be made for three times in total. *Any applications which do not observe the above criteria will not be examined.*

In case where the student has not submitted his/her written assignment or was absent from the written examination without any justification, he/she will be marked with a Fail in that course.

4. BODIES OF THE PROGRAM

4.1. Board of Directors (BoD)

The Board of Directors of the Institute in collaboration with ABA draws up the strategy and supervises the operation/performance of the educational and non-educational programs of the Institute.

4.2. Director of the Program

The Director of the Program is a member of the BoD and of the Academic Committee and is responsible for the general observance and performance of the program in his area. His duties include the assignment of teaching to the teaching staff, informing the teaching staff of the philosophy of the program and observing the progress of the students. In addition, by following the guidelines of ABA, he/she:

- a. Manages the academic affairs and observes the operation and performance of the program from an academic point of view
- b. Observes the needs of education by applying any re-adjustments/additions of new fields of knowledge and directions of the teaching material.
- c. Has the responsibility for the smooth conduct of the examinations and the validation of the results.

4.3. Academic Committee

The Academic Committee has the executive responsibility and is competent for the observance, supervision and co-ordination of the ABA program. It examines the existence of any disciplinary offences and designates the imposition of the penalties. (see para. 5).

The Academic Committee consists of:

- the Chairman of IBS SA and
- the Director of the Program of IBS Cyprus Ltd.

5. DISCIPLINARY OFFENCES AND PENALTIES

Any actions which are commonly described as unethical as well as any actions which either offend or obstruct the educational procedure will be considered as disciplinary offences. Special reference is made to the cases of unethical conduct during the examinations and non-observance of the rules on transparency and intellectual property (e.g. failure to make reference to the sources of information and texts -plagiarism). In such cases, the offences will result to the imposition of the most severe penalties.

The Academic Committee will call the offender to make a written apology and/or to take an oral examination. The penalties which are entered in the file of the party concerned and are publicly announced may be one and/or a combination of the following:

- Placement under supervision
- Written reprimand
- Penalty (at least double of the value of the material damage)
- Temporary expulsion
- Interruption of the studies (temporary and/or final)
- Deletion from the Institute's registers.

6. FINAL PROVISION

The Academic Committee (see para. 4.3) is responsible for any matters which are not clarified either in the Regulation or in the relevant references mentioned as well as for any review of the present document or for any issue which arises and contradicts the application of the Regulation.

Any prior decision which is contrary to the rules of the present document is abolished.

ANNEX I

Notification of Results

Course Success assessed by a Written Examination

Course	Total Grade	Assignment Grade	Exam Grade	Credits
Money and Banking	PASS - B	-	PASS	3

Course Failure assessed by a Written Examination

Course	Total Grade	Assignment Grade	Exam Grade	Credits
Money and Banking	FAIL - F4	-	FAIL	0

Course Success assessed by a Written Assignment

Course	Total Grade	Assignment Grade	Exam Grade	Credits
Ethical Issues for Bankers	PASS - A	PASS	-	0,5

Course Failure assessed by a Written Assignment

Course	Total Grade	Assignment Grade	Exam Grade	Credits
Ethical Issues for Bankers	FAIL - F5	FAIL	-	0

ANNEX II

1. Assignment Format

1. The assignment will be written in a size A4 page with double spacing.
2. It should be around 2.000 words (+/- 10%).
3. The fonts should be Arial 12.
4. The file should be in PDF, DOC or DOCX format.
5. The first page should read the:
 - NAME AND SURNAME
 - IDENTITY NUMBER
 - COURSE TITLE
 - NUMBER OF WORDS
 - DATE
 - NAME OF INSTRUCTOR

2. Procedure for Handing-in an Assignment

1. The assignment will be submitted by E-mail to the electronic address given along with the subject of the assignment. The last day for submission of an assignment is designated as the **tenth day before the end of the courses**.
2. The file to which the assignment will be attached should be in a PDF, DOC or DOCX format.
3. **All the items of an assignment** (e.g. texts, annexes, balance sheets etc.) **should be incorporated in a single file** and should not be sent separately.
4. Each assignment should be sent only once. For each submitted assignment, a receipt confirmation will be sent to you by E-mail **at least two weeks after its submission**.
5. **IT IS IMPORTANT** that the name of the file which will be attached as well as the subject of the e-mail which will be sent will read as follows:

Identity Number_Name and Surname_Course

Example

Name and Surname: Andreas Ioannou

Identity Number: 1234567

Course: General Accounting

File name: 1234567_Andreas Ioannou_Ethical Issues for Bankers

Subject of E-mail: 1234567_Andreas Ioannou_Ethical Issues for Bankers

NON-OBSERVANCE OF THE ABOVE PROCEDURE WILL RESULT TO NON-SUCCESSFUL RECEIPT OF YOUR ASSIGNMENT