

P.A. COLLEGE LIBRARY

LIBRARY GUIDE

Librarian: Mr Charalampos Constantinou

October 2023

CONTENTS

	Page
Chapter 1 – Introduction	3
1.1 General Information	3
1.2 Library's Collection	3
1.3 Library Working Hours – Contact	3
1.4 Library Regulations – Security	4
1.5 Mission and Objectives	4
Chapter 2 – Building Facilities	6
2.1 Reading Room	6
2.2 Study Room	6
2.3 Safe Lockers Boxes	6
Chapter 3 – Information Sources	7
3.1 Printed Material	7
3.2 Electronic Sources	15
3.3 Audiovisual Material	16
3.4 Open Access Electronic Resources	17
Chapter 4 – Users' Guide – Research Support	20
4.1 How to Search	20
4.2 Article Search from Open Access	20
4.3 Evaluation Criteria for Articles of Scientific Content	20
4.4 Collection Layout	20
4.5 Bibliography/Citation Standards	22
4.6 Data from Services	24

1. Introduction

In the first Chapter of the Library Guide, there is an introduction to the operation of the College's library, the material of the library collection, the mission it has to fulfill and the goals that govern its organisation.

In Chapter 2, reference is made to the building facilities of the College's library with a relevant description for each one.

Chapter 3 provides a detailed analysis of the main information sources of the library's collection, as well as a description of the open access sources.

Chapter 4 gives useful information regarding the process of using the available tools for searching and retrieving material for research purposes (e.g. Dissertation).

1.1 General Information:

P.A. College was founded in 1983, and the Library first started its operation in the same year. The Library's mission is to serve the needs of undergraduate students, academic and administrative staff regarding learning and informing. The College Library occupies the entire first floor of the College building, providing students with a significant number of textbooks, periodicals, journals, newspapers, as well as electronic access to a large number of information sources (including databases, Internet, etc.)

1.2 Library's Collection:

The Library consists of approximately 33.536 items divided in the following categories:

- **Printed Material:** 23.104 (Books, Journals, Periodicals, Newspapers, Newsletters, Annual Reports, Dissertations, Encyclopedias and Dictionaries).
- **Electronic Sources:** 10.044 (Blogs, Databases, Podcasts & Websites, E-books, Conference Papers & Proceedings, Dissertations & Theses, Magazines, Newspapers, Other Source, Reports, Scholarly Journals, Trade Journals, Video & Audio, Wire Feeds, Working Papers).
- **Audiovisual Material:** 388 (Videocassettes, Cassettes, CDs-DVDs).

1.3 Library Working Hours – Contact:

The Library is open for both faculty and students throughout the whole duration of Fall and Spring Semesters, from Monday to Friday, during the following hours:

Monday	Tuesday	Wednesday	Thursday	Friday
08:00-10.00	08:00-10.00	08:00-10.00	08:00-10.00	08:00-10.00
10:30-13.30	10:30-13.30	10:30-13.30	10:30-13.30	10:30-13.30
14:00-17.00	14:00-17.00	14:00-17.00	14:00-17.00	-

* The operating hours of the Library may be subject to change if necessary; in such case, the new hours will be announced and posted on Canvas.

For more Information: Charalampos Constantinou, Librarian

Tel: 24 021529, Email: c.constantinou@library.pacollege.ac.cy

1.4 Library Regulations – Security:

- Upon registration students become eligible to use the Library facilities of the College.
- Students may be asked to present their Student Identity Card before being permitted to use the Library.
- Briefcases or bags are not permitted into the Library.
- The Library facilities, stock and equipment are intended to be used for academic purposes only.
- Users of the Library are subject to existing regulations that are either published on Canvas (the Learning Management System (LMS) of the College) or posted within the College premises. Users are also required to follow instructions, advice or requests by authorised Library staff or College representatives.
- No book, periodical, piece of equipment or furniture may be removed from the Library premises without the prior consent of authorised personnel. Unauthorised removal of any item is an offence and will be dealt with according to the relevant regulations.
- Students who disturb other users in any way (noise, behaviour etc.) may be denied future access to the Library if they do not conform to staff requests to refrain from being noisy or to behave in an orderly manner.
- The College's academic staff are permitted to borrow up to nine books each semester. At the end of the semester, the professor should return the books to the library where he/she will have the right to renew them.
- Users are liable to pay for the repair or replacement of Library equipment/ stock, which they have damaged willfully or accidentally. Intentional damage will imply limitations or denial of future access to the Library facilities.

For the general security of the material, the equipment of the Library and the better service to the users, the following rules must be followed:

- Transfers of objects in the Library that may damage the Library's property or are suspicious, e.g. for facilitating theft, according to the Library Manager's opinion are not permitted.
- The users are expected to follow the Library Staff instructions.
- In the event the rules are not followed, the manager of the Library has the right to ask violators to leave the Library.

1.5 Mission and Objectives:

The mission of the College library is to support students, Academic and Administrative staff, with valid and reliable scientific information, both in their educational and research work.

The Library has two primary objectives:

- Maintain a suitable collection of high quality resources that meet and exceed the educational needs of students as well as the professional and research needs of the faculty.
- Provide excellent service standards that will encourage the appropriate learning environment that a Higher Education Library helps to facilitate.

In order to achieve the above objectives, the Library has set a number of guidelines, which include:

- **Flexible Collection Development:** The Library acquires books not only on subjects strictly related to the degrees offered by the College but also on topics of interest to both students and faculty.
- **User-Centered Services:** The Library works in partnership with the faculty to teach information literacy that will provide opportunities for students and faculty to acquire and practise research skills.
- **Continuous Improvement:** In order to keep up with the current quick pace of technology, the Library continuously upgrades and invests its technological facilities and research tools.

2. Building Facilities

Modern, functional and attractive College library's facilities that contribute to meeting the needs of users (students, academic and administrative staff).

2.1 Reading Room:

The library's reading room is a place for personal study. Thus, a basic principle is that all users should show respect to the other users. Any conversations should be done using low voice, showing each other the necessary respect or should take place in the Study Room.

The library's reading room can accommodate a total of 83 users. It has 29 computers with seats respectively, 5 large tables with 10 seats per table, plus a total of 4 extra seats.

2.2 Study Room:

The Study Room is an additional area, extension of the library that is focused on group-work study among students.

A key component is communication where students can exchange opinions and ideas, they can study to retrieve and search for material from databases, the library's printed material, the internet, etc.

For environmental friendly practices, students leaving the room should make sure they have turned off the computer units they used as well as turn off the lights and any other equipment not used by anybody else. They should also make sure the computers are available for the other users to lock in and work in their personal accounts.

The Study Room can accommodate a total of 28 users, it has 8 computers accommodating 8 users plus 5 tables with 4 seats per table.

2.3 Safe Lockers Boxes:

Food, drinks, cigarettes and the use of mobile phones are not allowed in the Library. Also, any bags or backpacks should be left in the special lockers at the entrance of the library.

3. Information Sources

Information sources are the resources that users can draw information from for their education, research and entertainment. The guide includes the printed, electronic and audio-visual material that the library has in its collection as well as useful open access links available to users.

3.1 Printed Material:

The library's printed materials have 23.104 items, including books, journals, newspapers, student theses (Dissertations), annual reports, encyclopedias and dictionaries.

This material focuses mainly on the areas of accounting, management and business administration, finance, bank management and business IT.

The library's printed material is classified according to the Dewey Decimal Classification (DDC) system.

The DDC is built on sound principles that make it ideal as a general knowledge organization tool: meaningful notation in universally recognized Arabic numerals, well-defined categories, well-developed hierarchies, and a rich network of relationship among topics. In the DDC, basic classes are organized by disciplines or fields of study. At the broadest level, the DDC is divided into ten main classes, which together cover the entire world of knowledge. Each main class is further divided into ten divisions, and each division into ten sections (not all the numbers for the divisions and sections have been used).

[Source:<https://www.oclc.org/content/dam/oclc/dewey/resources/summaries/deweysummaries.pdf>]

The Library has a software system operated exclusively by the librarian to control the operation of the library's printed material.

The printed books have a serial number of 6.560 book titles, where in the fourth chapter there will be an analysis of how to search for books on the shelves.

The collection of magazines available in the library is 12.599 issues, with a total of 295 titles.

JOURNALS-PERIODICALS AVAILABLE IN THE LIBRARY

ACCOUNTING

1. Accountancy
2. Accountancy Cyprus
3. Accounting and Business Research
4. Accounting Link
5. Business Bulletin Taxation
6. International Accountant
7. International Journal of Accounting
8. Student Accountant
9. Students' Newsletter
10. Tax Digest
11. Teach Accountancy
12. The British Accounting Review
13. The European Accounting Review
14. The Journal of Accounting Research
15. World Tax Advisor
16. World Tax News

BUSINESS/MANAGEMENT

1. A Government Action Plan for Small Business
2. Administrative Science Quarterly
3. Asia Business & Management
4. BJM British Journal of Management
5. British Journal of Management
6. Business Age
7. Business Strategy
8. Business Strategy Review
9. Business Week
10. Computer Management
11. Cyprus International Journal of Management
12. Director Inspiring Business
13. Entrepreneurship: Theory & Practice
14. European Management Journal
15. FT Business Education
16. Human Resource Management
17. IMA Journal of Management Mathematics
18. In Business
19. Industrial Labor Relations Review
20. Information Management Journal
21. Information Strategy
22. Inside O.R.
23. Intelligent Enterprise
24. Journal International Business
25. Journal of Business and Management
26. Journal of Computer Information Systems
27. Journal of European Business Education

28. Journal of Management Education
29. Journal of Management Studies
30. Journal of Small Business and Enterprise Development
31. Journal of the Operational Research Society
32. KMRP Knowledge Management Research and Practice
33. Long Range Planning
34. Management Accounting
35. Management Accounting Research
36. Management and Information Systems
37. Management Decision
38. Management Learning
39. Management Today
40. ORMS Today
41. People Management
42. Professional Management
43. Project Management Today
44. Personnel Management
45. Personnel Management Plus
46. Risk Decision and Policy
47. Success
48. Technology Analysis & Strategic Management
49. The in-Business Service Guide
50. The International Journal of Entrepreneurship
51. The Journal of Business
52. The Journal of the Institute of Data Processing Management
53. YE Magazine

COMPUTING/INFORMATION SYSTEMS

1. ACM Computing Surveys
2. ACM Journal of Computer Documentation
3. ACM Transactions on Asian Language Information
4. ACM Transactions on Computational Logic
5. ACM Transactions on Computer Systems
6. ACM Transactions on Database Systems
7. ACM Transactions on Design Automation of Electronic Systems
8. ACM Transactions on Graphics
9. ACM Transactions on Information and System Security
10. ACM Transactions on Information Systems
11. ACM Transactions on Internet Technology
12. ACM Transactions on Modeling and Computer Simulation
13. ACM Transactions on Programming Languages and Systems
14. ACM Transactions on Software Engineering & Methodology
15. An International Journal Computers & Fluids
16. An International Journal Computers and Mathematics with Applications
17. Australian Computer Journal
18. Communications
19. Computer
20. Computer and Education

21. Computer Architecture News
22. Computer Communications
23. Computer Communication Review
24. Computer Education
25. Computer Graphics
26. Computer Journal-Australian
27. Computer Languages
28. Computer Methods and Programs in Biomedicine
29. Computer Methods in Applied Mechanics and Engineering
30. Computer Networks & ISDN Systems
31. CS Computer Spezial
32. Computers and Education
33. Computers Standards and Interfaces
34. Computing Business
35. Computing Review
36. Data Base
37. DB2 Magazine
38. DR Dobb's Journal
39. EContent
40. EOUG Magazine
41. European Journal of Information Systems
42. Expert Systems
43. Fortran Forum
44. Future Generation Computer Systems
45. Human-Computer Interaction
46. IMIS Journal
47. Information and Software Technology
48. Information Week
49. Interacting With Computers
50. International Abstracts in Operations Research
51. Internet Research
52. IT Now
53. Journal of Information Technology
54. Journal of Network and Systems Management
55. Journal of Science Education
56. Net Work
57. New From IBM
58. Newsletter Computer
59. Operating Systems Review
60. Oracle Developer
61. Oracle Magazine
62. Oracle Technical Newsletter
63. Performance Evaluation Review
64. PC Magazine
65. PC Plus
66. PC Pro
67. PC User
68. RAM

69. Significance Magazine
70. The Computer Bulletin
71. The Computer Journal
72. The Data Base for Advances in Information Systems
73. The Journal of Object-Oriented Programming
74. Windows
75. Windows Magazine
76. World Business Computer
77. Κυπριακό PC
78. Πληροφορική
79. Πλοηγός Πληροφορικής

ECONOMICS

1. Action Research
2. Banking World
3. Business & the Contemporary World
4. CEPR Cyprus Economic Policy Review
5. Economy Today
6. European Business and Economics Development
7. Euroκέρδος
8. Forbes
9. Harvard Business Review
10. Hellenic Bank
11. Inforegio
12. Inforegio Panorama
13. Insider
14. Investors Chronicle
15. Journal International Development
16. Journal of Business and Enterprise Development
17. Risk Research
18. The American Economic Review
19. The Economist
20. The Economist Intelligence Unit (European Trends)
21. The International
22. The Journal of Environment and Development
23. Οικονομική
24. Οικονομική Κύπρος
25. Υψιπέτης
26. Χρηματιστηριακή

EDUCATION

1. American Journal of Education
2. Environment for Europeans
3. European Early Childhood
4. European Education Yearbook
5. European Journal of Psychology of Education
6. European Journal of Teacher Education
7. European University Association

8. Higher Education in Europe
9. Higher Education Policy
10. History of Education Quarterly
11. International Journal of Disability Development and Education
12. International Journal of Education Reform
13. Journal of Education for Teaching
14. Journal of Teacher Education
15. Personnel Training and Education
16. Prospects
17. Review of Educational Research
18. Sociology of Education
19. Sociology of Education Teaching and Teacher Education
20. Statistics of Education in Cyprus
21. Studying Abroad
22. Teaching and Teacher Education
23. The International Journal of Education Management
24. The Journal of Education for Teaching: International Research and Pedagogy
25. Times Higher Education
26. Transworld Education
27. Δελτίο Παιδαγωγικού Ινστιτούτου Κύπρου
28. Ενδείκτης University of Cyprus
29. ΕΤΕΚ Επιστημονικό Τεχνικό Επιμελητήριο Κύπρου
30. Λυχνάρι
31. Φοιτητικό Click

FINANCE

1. Finance and Management
2. Financial Management
3. Financial Times
4. Financial World
5. Gold
6. Journal of Business Finance & Accounting
7. Journal of Financial Economics
8. Managerial Finance
9. Resident Abroad
10. The Journal of Business
11. The Review of Financial Studies

LAW

1. Business Law Review
2. European Update
3. Student Law Review
4. Unesco
5. Unisef & Kosmos
6. Άνθρωπος και Εργασία
7. Κατάρτιση και Ανάπτυξη

MATHEMATICS

1. ACM Transactions on Mathematical Software
2. Bulletin
3. Bulletin the Institute of Mathematics & its Applications
4. Journal for Research in Mathematics Education
5. Journal of the Royal Statistical
6. Journal of the Royal Statistical Series A
7. Journal of the Royal Statistical Series B
8. Journal of the Royal Statistical Series C
9. Mathematics Today
10. Mediterranean Journal for Research in Mathematics Education
11. RSS News
12. Significance
13. Teaching Mathematics and its Applications
14. The Institute of Mathematics and its Applications

MARKETING

1. European Journal of Marketing
2. Industrial Marketing Management
3. International Journal of Retail and Distribution Management
4. Journal of Marketing Management
5. Marketing Journal
6. Marketing Technique
7. Marketing Week
8. Perpetual Spirit
9. The Marketing Review

MISCELLANEOUS

1. Capital Today
2. Cyprus Life
3. Cyprus Today
4. Cyprus View
5. DB2 Magazine
6. FT Magazine
7. FT Wealth
8. International Journal of Infrared and Millimeter Waves
9. Ksports
10. Library Connect
11. Lion
12. National Geographic
13. New World
14. Newsweek
15. Performance Evaluation Review
16. Perpetual Spirit
17. Public Administration and Development
18. The Cyprus Weekly Choice
19. The World In

20. Time
21. OMMS Today
22. OR INSIGHT
23. Η Καθημερινή
24. Περιβαλλοντικά Νέα
25. Σελίδες της Κύπρου
26. Συνέδριο
27. Ο Καταναλωτής
28. Ο Φιλελεύθερος
29. Filgood

TECHNOLOGY

1. Educational Technology Research and Development
2. International Journal of Information Technology
3. International Journal of Technology and Design Education
4. Knowledge Technology & Policy
5. Multimedia Systems
6. Multimedia Tools and Applications
7. Technology Review
8. Technology Society
9. The Cyprus Journal of Science and Technology

TOURISM INDUSTRY

1. Hermes International
2. Inforegio Panorama
3. International Journal of Hospitality Management
4. Journal of Sustainable Tourism
5. Leisure, Recreation & Tourism Abstracts
6. Tourism Chronicles
7. Tourism Enterprise
8. Tourism Management
9. Tourism Today
10. Ξενοδόχος

Collection of Journals New Publications:

This section of the Library includes a selection of current print journals on the shelves, with the most recent issue appearing at the top of the shelf and older issues at the bottom. They are arranged on the shelves with the title of each journal.

Newspapers:

The Newspapers have 2.670 issues, with 12 titles arranged on the shelves with title, date, and different color for each newspaper, where the current issues appear at the top of the shelf and the older issues at the bottom.

A/A	Cypriot Newspapers	Quantity
1.	Εφημερίδες της Λάρνακας	55
2.	Η Καθημερινή	263
3.	Η Σημερινή	198
4.	Ο Φιλελεύθερος	1095
5.	Το Βήμα	25
6.	Τουριστικά και Πολιτιστικά Νέα	11
7.	City Free Press	8

A/A	English Newspapers	Quantity
1.	Computing	40
2.	Financial Mirror	233
3.	Financial Times	240
4.	Sunday Mail	269
5.	The New York Times	62

Dissertations:

The Library maintains a record/collection of all Dissertation projects completed by the students of P.A. College. Current students may refer to them when undertaking their own dissertation, however, they should not be copied or borrowed.

European Information:

A section on the European Union has been created in the College library. It includes information from the accession of Cyprus to the European Union until today, relevant to education programs such as Erasmus. There is also information on innovative business uses such as statistics and annual reports for the European Union.

3.2 Electronic Sources:

The College's online library offers access to 3 databases through the College's membership with ProQuest.

ProQuest is a research database search application where users can search for scientific and factual information to conduct and complete their research.

Access and information search in the library is free for all faculty and students of the College through the library's computers. Students and teaching staff have access at the online address <http://www.proquest.com>

Additionally ProQuest enables users to access the following databases:

(a) ABI/INFORM Global:

This database is one of the most comprehensive business databases on the market. It includes in-depth coverage for thousands of publications, most of which are available in full text and for the latest business and financial information for researchers at all levels.

Thematic Coverage: Accounting, Business, Business Trends, Competitive Landscape and Product Information, Corporate Strategies, Economic Conditions, Finance, Management Techniques, Management Theory [Source: www.proquest.com].

(b) Coronavirus Research Database:

Including coverage of the Covid-19 outbreak, this database curates openly available content related to coronaviruses. It includes thousands of open-access articles from the world's leading publishers as well as current research from pre-print repositories such as arXiv and will continue to grow and evolve as more is learned about the pandemic.

Those who would like to learn more about some of the key issues relating to Covid-19, should check out the new five-part video series "What We Talk About When We Talk About Covid-19". The topics covered include zoonotic illnesses, asymptomatic transmission, flattening the curve, and conspiracy theories to add context and clarity to this complex pandemic [Source: www.proquest.com].

(c) Publicly Available Content Database:

Designed to complement other databases and collections, this database brings together or links to full text for publicly available scholarly content from a number of different sources from around the world. It includes content from major subject repositories such as arXiv as well as open access journals. Content includes journal articles, pre-prints, books, conference papers and reports [Source: www.proquest.com].

3.3 Audiovisual Material:

A range of audio/video programmes are available to use in aiding the teaching-learning process.

Audio-visual Material:	388 units
Cassettes:	55
Videocassettes:	113
CDs:	218
DVDs:	2

3.4 Open Access Electronic Resources:

Open access is the free search of electronic scientific material.

Open access (OA) is a set of principles and practices through which research outputs like journal articles are distributed online, free of cost or other access barriers.

[Source: laneguides.stanford.edu/openaccess]

Open access to publications is a component of Open Science, which encompasses a variety of efforts focused on making scientific research more transparent and accessible. Though the term is frequently used to refer to efforts aimed at ensuring access to the products of the research process-ensure that the scientific enterprise is inclusive and equitable.

[Source: laneguides.stanford.edu/oopaaccess]

Below there is a list of the most reliable online open access sources for e-books and e-journals:

Open Access E-resources (e-books)			
A/A	Open Access E-resources	Direct Link URL	Thematic Coverage
1.	BC Campus Open Textbook Collection	https://bccampus.ca	Business Economics Macroeconomics Mathematics Microeconomics Social Science Statistics Strategic Management
2.	Manitoba Open Textbook Initiative	https://openedmb.ca	Academic Career Success Business Computer Science Health and Medical Language Learning Mathematics/Statistics
3.	OAPEN Online Library	https://library.oapen.org	Accounting Applied Ecology Archaeology Banking Business Management Business Mathematics and Systems Communication Studies Finance
4.	Open Stax	https://openstax.org	Business Calculus Mathematics Science Social Science Statistics
5.	Center for Open Education	https://open.umn.edu	Business Computer Science Education Engineering Mathematics
6.	UCL Press	uclpress.co.uk	Anthropology Archeology Area Studies Philosophy Political Science Sociology
7.	Unesco Digital Library	unesdoc.unesco.org	Education Finance Health Management Technology

Open Access E-resources (e-journals)

A/A	Open access e-resources	Direct Link URL	Thematic Coverage
1.	Paperity Open Science Aggregated	https://paperity.org	Accounting Analysis Journal Accounting and Financial Control Business
2.	SSRN	https://papers.ssrn.com	Accounting Computer Science Financial Economics Financial Planning Law Management Marketing Mathematics
3.	DOAJ-Directory of Open Access Journal	http://www.doaj.org	Law Political Science Social Sciences Technology
4.	MDPI	mdpi.com	Business and Economics Computer Science and Mathematics Medicine and Pharmacology Physical Science
5.	Unesco Digital Library	unesdoc.unesco.org	Education Finance Health Management Technology
6.	Open Knowledge Repository	openknowledge.worldbank.org	These are Journal articles published in world bank journals as well as externally by world bank authors

4. Users' Guide – Research Support

This chapter includes useful information about how to conduct research, such as how to search for print and electronic material from the College library, how to record and describe the evidence found for the bibliography, as well as statistical data from services.

4.1 How to Search:

Searching from ProQuest:

Steps:

1. Be well aware of the subject title you are looking for.
2. Choose the corresponding database from the three databases available through ProQuest (Change Databases).
3. From Basic Search, type the title, select the electronic document requested (e.g. scholarly journal) and full text.
4. The option of the publication date, the subject and the language can be found on the left side so that the new editions can be selected.

4.2 Article Search from Open Access:

Journal Article Search:

Steps:

1. Enter the title of the article in the search box found on open access database.
2. If needed, use the Advanced Search option for a more specific search.
3. Choose the full-text option provided (PDF Full Text ή Full Text Finder ή HTML Full Text) to open and read the full-text of the needed article.

4.3 Evaluation Criteria for Articles of Scientific Content:

1. The article should come from an approved scientific journal.
2. It should have a publication issue date.
3. It should have a bibliography (References).
4. The author or authors of the article should be cited.
5. The article has a unique code DOI (Digital Object Identifier) which should be quoted.

4.4 Collection Layout:

The collection arrangement of the printed material in the library as mentioned above, is done with the Dewey Decimal Classification System (DDC) where the classification starts with the number 000 on shelf A in the Generalities category and ends with the number 999 in the History and Geography category on shelf F.

The following are two important diagrams concerning the classification of books on the shelves of the College library:

BROWSING SHELVES

A (colour: grey)

000-005.7565

GENERALITIES/COMPUTER SCIENCE/PROGRAMMING LANGUAGES/DATABASE SYSTEMS

B (colour: yellow)

005.7565-398.2

ECONOMICS/FINANCIAL ECONOMICS/TAX AND TAXATION/LAW

C (colour: green)

400-657.22

ENGLISH LANGUAGE/MATHEMATICS/STATISTICS/ACCOUNTING

D (colour: blue)

657.3-658.22

FINANCIAL REPORTING/AUDITING/FINANCIAL ACCOUNTING/GENERAL MANAGEMENT/FINANCIAL MANAGEMENT/MANAGEMENT & COST ACCOUNTING

E (colour: red)

658.3-658.8

HUMAN RESOURCE MANAGEMENT/ORGANIZATIONAL BEHAVIOUR/STRATEGIC MANAGEMENT/INFORMATION SYSTEM MANAGEMENT/MARKETING

F (colour: purple)

658.8-999

MARKETING/ARTS/LITERATURE/HISTORY/GEOGRAPHY

The table below presents 22 categories of subjects that have been chosen as the most relevant to the College programs, where their collection is constantly growing, upgraded and enriched:

Subject	Shelves	DDC
• Accounting	C	657
• Auditing	D	657.45
• Computer Science	A	004
• Database Systems	A	005.74
• Economics	B	330
• English Language	C	420
• Financial Accounting	D	657.15
• Financial Economics	B	332
• Financial Management	D	658.15
• Financial Reporting	D	657.3
• General Management	D	658
• Human Resource Management	E	658.3
• Information System Management	E	658.4038
• Law	B	340
• Management & Cost Accounting	C	658.1511
• Marketing	E-F	658.8
• Mathematics	C	510
• Organizational Behaviour	E	658.4
• Programming Languages	A	005.133
• Statistics	C	519.5
• Strategic Management	E	658.4012
• Tax and Taxation	B	336.200

4.5 Bibliography/Citation Standards:

Bibliography is the systematic description, recording based on rules of documents that can be books, magazines, articles and electronic publications.

Harvard Reference System:

This model is used in various fields of study. Within the text it appears in the form of author – publication date.

In general, the bibliography list has this form:

Author's last name, Name initial. (Date of publication). Title. City: Editor, pages.

Sources appear alphabetically by the author's last name.

Printed books:

One Author or Company

Example:

ACCA (2020). Advanced financial management: exam kit. UK: Kaplan Publishing.

A book two or three authors:

Within text: ... from an engineering perspective (Cengel & Boles, 1994) or Cengel and Boles (1994) found ...

Bibliography list: Cengel, Y.A. and Boles, M.A. (1994). Thermodynamics: an engineering approach. 2nd ed. London: McGraw Hill.

Articles:

Printed Journal/magazine/periodical

Basic elements: author, initials, year. Title of the article. Year of the magazine, Volume (issue/part), pages.

Example:

Boughton, J.M. (2002). 'The Bretton Woods proposal': a brief look. Political Science Quarterly, 42(6), p.564-600.

Newspapers articles:

For the newspaper reference the most important bibliographic elements are:

Author, Initials. (Year). Title Article or column heading. Newspaper title, Day and month, page.

Example:

Slapper, G. (2005). Corporate manslaughter: new issues for lawyers. The Times, 3 Sep., p.4b.

Electronic Sources:

E-book:

For the e-books that are available through the Library subscriptions, the bibliographic data required are:

Author, Initials. (Year). Book Title. [e-book] Place of publication: Publisher. Available from: P.A. College Library website <<http://www.proquest.com> > [Date accessed].

Example:

Fishman, R. (2005). The rise and fall of suburbia. [e-book] Chester: Castle Press. Available through: Anglia Ruskin P.A. College Library website <<http://www.proquest.com>>[Accessed 12 May 2010].

Open access e-books:

Author, Initials, Year, Book Title [e-book] Place of publication (if known): Publisher. Available from: e-book source and e-mail address or URL [Date Accessed].

Example:

Cookson, J. and Church, S. eds. (2007). Leisure and the tourist. [e-book] Wallingford: ABS Publishers. Available at: Google Books [Accessed 9 June 2008].

Article from Database:

For articles accessible via b.d. (Library subscriptions) the main bibliographic elements are:

Author, Originally. Article title. Journal title, [media type] Volume (issue/part), Pages if available. Available from: P.A. College Library <http://www.proquest.com> [Access date].

Example:

Brugger, T. (2023). Management first responsibility. Management Revue 34(2), pp. 146-168. Available at <http://www.proquest.com> (accessed 9 October 2023).

Article available online:

For articles that are freely accessible online as well as those available through open access from various institutional repositories, use the following format:

Author, Initials. Year. Article title. Journal Title, Vol issue/Part, pages if available [online] Available from: Digital Object Identifier <http://doi> (Date Accessed).

Example:

Kipper, D. (2008). Japan new dawn. Popular Science and Technology, [online] Available from: <http://doi:10.5771/0935-9915-2023-2-146> [Accessed 22 June 2009].

4.6 Data from Services:

The Central Bank of Cyprus:

Aggregate Statistical Data

List of templates

- | | |
|--------|---|
| Part 1 | Consolidated data per Competent Authority |
| Part 2 | Data on credit risk |
| Part 3 | Data on market risk |
| Part 4 | Data on operational risk |
| Part 5 | Data on supervisory measures and administrative penalties |
| Part 6 | Data on waivers |

Part 1
Consolidated data per Competent Authority (Year 2021)

		Reference to COREP template	Data
	Number and Size of credit institutions		
010	Number of credit institutions		5
020	Total assets of the jurisdiction (in MEUR) (1)		66.925
030	Total assets of the jurisdiction 1 as % of GDP (2)		286.00%
	Number and size of foreign credit institutions (3)		
040	Number of branches (4)		12
050	From third countries	Total assets of branches (in MEUR)	1.022
060		Number assets of subsidiaries (5)	1
070		Total assets of subsidiaries (in MEUR)	854
	Total capital and capital requirements of credit institutions		
080	Total Common Equity Tier 1 capital as % of total capital (6)	CA1 (row 020 / row 010)	92,40%
090	Total Additional Tier 1 capital as % of total capital (7)	CA1 (row 530 / row 010)	1,07%
100	Total Tier 2 capital as % of total capital (8)	CA1 (row 750 / row 010)	6,52%
110	Total capital requirements (in MEUR) (9)	CA2 (row 010) * 8%	200
120	Total capital ratio (&) (10)	CA3 (row 050)	18,61%
	Number and size of investment firms		
130	Number of investment firms		-
140	Total assets (in MEUR) (1)		-
150	Total assets as % of GDP		-
	Total capital and requirements of investment firms		
160	Total Common Equity Tier 1 capital as % of total capital (6)	CA1 (row 020 / row 010)	-
170	Total Additional Tier 1 capital as % of total capital (7)	CA1 (row 530 / row 010)	-
180	Total Tier 2 capital as % of total capital (8)	CA1 (row 750 / row 010)	-
190	Total capital requirements (in MEUR) (9)	CA2 (row 010) * 8%	-
200	Total capital ratio (%) (10)	CA3 (row 050)	-

- (1) The total assets figure shall be the total assets value of the country for the national competent authorities, only for rows 020 and 030, and for the ECB the total assets value of Significant Tier Institutions for the whole SSM.
- (2) GDP at market price; suggested source – Eurostat/ECB.
- (3) EEA countries shall not be included.
- (4) Number of branches as defined in point (1) of Article 4(1) of CRR. Any number of places of business set up in the same country by a credit institution with headquarters in a third country should be counted as a single branch.
- (5) Number of subsidiaries as defined in point (16) of Article 4(1) of CRR. Any subsidiary of a subsidiary undertaking shall be regarded as a subsidiary of the parent undertaking, which is at the head of those undertakings.
- (6) Ratio of Common Equity Tier 1 capital as defined in Article 50 of CRR to the own funds as defined in point (118) of Article 4(1) and Article 72 of CRR, expressed in percentage (%).
- (7) Ratio of Additional Tier 1 Capital as defined in Article 61 of CRR to the own funds as defined in point (118) of Article 4(1) and Article 72 of CRR, expressed in percentage (%).
- (8) Ratio of Tier 2 Capital as defined in Article 71 of CRR to the own funds as defined in point (118) of Article 4(1) and Article 72 of CRR, expressed in percentage (%).
- (9) The 8% of total risk exposure amount as defined in Articles 92(3), 95, 96 and 98 of CRR.
- (10) The ratio of the own funds to the total risk exposure amount as defined in point (c) of Article 92(2) of CRR, expressed in percentage (%).

Part 2
Data on credit risk (year 2021)

Credit risk data			Reference to COREP template	Data			
Credit institutions: Own funds requirements for credit risk							
010	Credit institutions: own funds requirements for credit risk	% of total own funds requirements (1)	CA2 (row 040) / (row 010)	90,76%			
020	Credit institutions: breakdown by approach	% based on the total number of credit institutions (2)	Standardised Approach (SA)	100,00%			
030			IRB approach when neither own estimates of Loss Given Default nor conversion factors are used	0,00%			
040			IRB approach when own estimates of Loss Given Default and/or conversion factors are used	0,00%			
050		% based on total own funds requirements for credit risk	SA	CA2 (row 050) / (row 040)	100,00%		
060			IRB approach when neither own estimates of Loss Given Default nor conversion factors are used	CR IRB, Foundation IRB (row 010, col 260) / CA2 (row 040)	0,00%		
070			IRB approach when own estimates of Loss Given Default and/or conversion factors are used	CR IRB, Advanced IRB (row 010, col 260) / CA2 (row 040)	0.00%		
080	Credit institutions: breakdown by IRB exposure class		% based on total IRB risk weighted exposure amount	IRB approach when neither own estimates of Loss Given Default nor conversion factors are used	CA2 (row 250 / row 240)	0.00%	
090		Central governments and central banks		CA2 (row 260 / row 240)	0.00%		
100		Institutions		CA2 (row 270 / row 240)	0.00%		
110		Corporates - SME		CA2 (row 280 / row 240)	0.00%		
120		Corporates - Specialised Lending		CA2 (row 290 / row 240)	0.00%		
130		Corporates - Other		CA2 (row 300 / row 240)	0.00%		
140		IRB approach when own estimates of Loss Given Default and/or conversion factors are used		CA2 (row 310 / row 240)	0.00%		
150		Central governments and central banks		CA2 (row 320 / row 240)	0.00%		
160		Institutions		CA2 (row 330 / row 240)	0.00%		
170		Corporates - SME		CA2 (row 340 / row 240)	0.00%		
180		Corporates - Specialised Lending		CA2 (row 350 / row 240)	0.00%		
190		Corporates - Other		CA2 (row 360 / row 240)	0.00%		
200		Retail - Secured by real estate SME		CA2 (row 370 / row 240)	0.00%		
210		Retail - Secured by real estate non-SME		CA2 (row 380 / row 240)	0.00%		
220		Retail - Qualifying revolving		CA2 (row 390 / row 240)	0.00%		
230		Retail - Other SME		CA2 (row 400 / row 240)	0.00%		
240		Retail - Other non-SME		CA2 (row 410 / row 240)	0.00%		
250		Equity IRB		CA2 (row 420 / row 240)	0.00%		
260		Securitisation positions IRB		CA2 (row 430 / row 240)	0.00%		
270		Other non-credit-obligation assets		CA2 (row 450 / row 240)	0.00%		
Credit risk data			Reference to COREP template	data			
Credit institutions: Own funds requirements for credit risk							
280	Credit institutions: breakdown by SA exposure class*	% based on total SA risk weighted exposure amount	Central governments or central banks	CA2 (row 070 / row 050)	0.31%		
290			Regional governments or local authorities	CA2 (row 080 / row 050)	0.14%		
300			Public sector entities	CA2 (row 090 / row 050)	0.02%		
310			Multilateral Development Banks	CA2 (row 100 / row 050)	0.00%		
320			International Organisations	CA2 (row 110 / row 050)	0.00%		
330			Institutions	CA2 (row 120 / row 050)	3.71%		
340			Corporates	CA2 (row 130 / row 050)	36.42%		
350			Retail	CA2 (row 140 / row 050)	5.81%		
360			Secured by mortgages on immovable property	CA2 (row 150 / row 050)	12.12%		
370			Exposures in default	CA2 (row 160 / row 050)	19.35%		
380			Items associated with particular high risk	CA2 (row 170 / row 050)	8.14%		
390			Covered bonds	CA2 (row 180 / row 050)	0.46%		
400			Claims on institutions and corporates with a short-term credit assessment	CA2 (row 190 / row 050)	0.00%		
410			Collective investment undertakings	CA2 (row 200 / row 050)	0.01%		
420			Equity	CA2 (row 210 / row 050)	0.55%		
430			Other items	CA2 (row 211 / row 050)	12.95%		
440			Securitisation positions SA	CA2 (row 220 / row 050)	0.00%		
450			Credit institutions: breakdown by credit risk mitigation (CRM) approach	% based on the total number of credit institutions (3)	Financial collateral simple method		0.00%
470					Financial collateral comprehensive method		100.00%
Investment firms: Own funds requirements for credit risk							

480	Investment firms: own funds requirements for credit risk	% of total own funds requirements (4)		CA2 (row 040) / (row 010)	-
490	Investment firms: breakdown by approach	% based on the total number of investment firms (2)	SA		-
500			IRB		-
510		% based on total own funds requirements for credit risk (5)	SA	(CA2 (row 050) / (row 040))	-
520			IRB	(CA2 (row 240) / row 040)	-

Additional information on securitisation (in MEUR)		Reference to COREP template	Data
530	Credit institutions: originator		
	Total amount of securitisation exposures originated on balance sheet and off-balance sheet	CR SEC SA (row 030, col 010) + CR SEC IRB (row 030, col 010)	N/A
540	Total amount of securitisation positions retained (securitisation positions - original exposure pre conversion factors) on balance sheet and off-balance sheet	CR SEC SA (row 030, col 050) + CR SEC IRB (row 030, col 050)	N/A

Exposures and losses from lending collateralised by immovable property (MEUR) (6)		Reference to COREP template	Data	
550	Use of residential property as collateral	Sum of exposures secured by residential property (7)	CR IP Losses (row 010, col 050)	2
560		Sum of losses stemming from lending up to the reference percentages (8)	CR IP Losses (row 010, col 010)	0
570		Of which: immovable property valued with mortgage lending value (9)	CR IP Losses (row 010, col 020)	0
580		Sum of overall losses (10)	CR IP Losses (row 010, col 030)	1
590		Of which: immovable property valued with mortgage lending value (9)	CR IP Losses (row 010, col 040)	0
600	Use of commercial immovable property as collateral	Sum of exposures secured by immovable commercial property (7)	CR IP Losses (row 020, col 050)	2
610		Sum of losses stemming from lending up to the reference percentages (8)	CR IP Losses (row 020, col 010)	0
620		Of which: immovable property valued with mortgage lending value (9)	CR IP Losses (row 020, col 020)	0
630		Sum of overall losses (10)	CR IP Losses (row 020, col 030)	1
640		Of which: immovable property valued with mortgage lending value (9)	CR IP Losses (row 020, col 040)	0

- (1) Ratio of the own fund requirements for credit risk as defined in points (a) and (f) of Article 92(3) of CRR to the total own funds as defined in Articles 92(3), 95, 96 and 98 of CRR.
- (2) If an institution uses more than one approach, it shall be counted in each of these approaches. Hence, the sum of the percentages reported for the three approaches may be higher than 100%.
- (3) In exceptional cases, where an institution uses more than one approach, it shall be counted in each of these approaches. Hence, the sum of the percentages reported may be higher than 100%.
- (4) Ratio of the own fund requirements for credit risk as defined in points (a) and (f) of Article 92(3) of CRR to the total own funds as defined in Articles 92(3), 95, 96 and 98 of CRR.
- (5) The percentage of the own fund requirements of investment firms that apply the SA and IRB approach respectively in relation to the total own fund requirements for credit risk as defined in points (a) and (f) of Article 92(3) of CRR.

- (6) The amount of the estimated losses shall be reported at the reporting reference date.
- (7) As defined in points (c) and (f) of Article 101(1) of CRR, respectively; the market value and mortgage lending value according to points (74) and (76) of Article 4(1); only for the part of exposure treated as fully and completely secured according to Article 124(1) of CRR;
- (8) As defined in points (a) and (d) of Article 101(1) of CRR, respectively; the market value and mortgage lending value according to points (74) and (76) of Article 4(1).
- (9) When the value of the collateral has been calculated as mortgage lending value.
- (10) As defined in points (b) and (e) of Article 101(1) of CRR, respectively; the market value and mortgage lending value according to points (74) and (76) of Article 4(1).

Part 3
Data on market risk (1) (year 2021)

	Market risk data		Reference to COREP template	Data	
	Credit institutions: Own funds requirements for market risk				
010	Credit institutions: own funds requirements for market risk	% of total own funds requirements 2	CA2 (row 520) / (row 010)	0,21%	
020	Credit institutions: breakdown by approach	% based on the total number of credit institutions (3)	Standardised approach	100,00%	
030			Internal models	0,00%	
040		% based on total own funds requirements for market risk	Standardised approach	CA2 (row 530) / (row 520)	100,00%
050			Internal models	CA2 (row 580) / (row 520)	0,00%
	Investment firms: Own funds requirements for market risk				
060	Investment firms: own funds requirements for market risk	% of total own funds requirements (2)	CA2 (row 520) / (row 010)	-	
070	Investment firms: breakdown by approach	% based on the total number of investment firms (3)	Standardised approach	-	
080			Internal models	-	
090		% based on total own funds requirements for market risk	Standardised approach	CA2 (row 530) / (row 520)	-
100			Internal models	CA2 (row 530) / (row 520)	-

Part 4
Data on operational risk (year 2021)

	Operational risk data		Reference to COREP template	Data	
Credit institutions: Own funds requirements for operational risk					
010	Credit institutions: own funds requirements for operational risk	% of total own funds requirements (1)	CA2 (row 590) / (row 010)	9,00%	
020	Credit institutions: breakdown by approach	% based on the total number of credit institutions (2)	Basic Indicator Approach (BIA)	100,00%	
030			Standardised Approach (TSA) / Alternative Standardised Approach (ASA)	0,00%	
040			Advanced Measurement Approach	0,00%	
050		% based on total own funds requirements for operational risk	BIA	CA2 (row 600) / (row 590)	100,00%
060			TSA/ASA	CA2 (row 610) / (row 590)	0,00%
070			AMA	CA2 (row 620) / (row 590)	0,00%
Credit institutions: Losses due to operational risk					
080	Credit institutions: total gross loss	Total gross loss as % of total gross income 3	ORR Details (row 920, col 080) / OPR (sum (row 010 to row 130), col 030)	0,00%	
Investment firms: Own funds requirements for operational risk					
090	Investment firms: own funds requirements for operational risk	% of total own funds requirements (1)	CA2 (row 590) / (row 010)	-	
100	Investment firms: breakdown by approach	% based on the total number of investment firms (2)	BIA	-	
110			TSA/ASA	-	
120			AMA	-	
130		% based on total own funds requirements for operational risk	BIA	CA2 (row 600) / (row 590)	-
140			TSA/ASA	CA2 (row 610) / (row 590)	-
150			AMA	CA2 (row 620) / (row 590)	-
Investment firms: Losses due to operational risk					
160	Credit institutions: total gross loss	Total gross loss as % of total gross income 3	ORR Details (row 920, col 080) / OPR (sum (row 010 to row 130), col 030)	-	

- (1) Ratio of the total risk exposure amount for operational risk as defined in Article 92(3) of CRR to the total risk exposure amount as defined in Articles 92(3), 95, 96 and 98 of CRR (in %).
- (2) If an institution uses more than one approach, it shall be counted in each of these approaches. Hence, the sum of the percentages reported may be higher than 100%, but also lower than 100% as some investment firms are not obliged to count operational risk capital charges.
- (3) Only with respect to entities, which use AMA or TSA/ASA approach; ratio of the total loss amount for all business lines to the sum of the relevant indicator for banking activities subject to TSA/ASA and AMA for the last year (in %).

Part 5
Data on supervisory measures and administrative penalties (1) (year 2021)

		Supervisory measures	Data
		Credit institutions	
010	Supervisory measures taken in accordance with Article 102(1)(a)	Total number of supervisory measures taken in accordance with Article 104(1) of Directive 2013/36/EU:	-
011		to hold own funds in excess of the minimum capital requirements [Article 104(1)(a)]	-
012		to reinforce governance arrangements and internal capital management [Article 104(1)(b)]	-
013		to present a plan to restore compliance with supervisory requirements [Article 104(1)(c)]	-
014		to apply a specific provisioning policy or treatment of assets [Article 104(1)(d)]	-
015		to restrict/limit business or activities [Article 104(1)(e)]	-
016		to reduce the risk inherent in the activities, products and systems [Article 104(1)(f)]	-
017		to limit variable remuneration [Article 104(1)(g)]	-
018		to strengthen own funds by using net profits [Article 104(1)(h)]	-
019		to restrict/prohibit distributions or interest payments [Article 104(1)(i)]	-
20		to impose additional or more frequent reporting requirements [Article 104(1)(j)]	-
021		to impose specific liquidity requirements [Article 104(1)(k)]	-
022		to impose additional disclosure requirements [Article 104(1)(l)]	-
023		Number and nature of other supervisory measures taken (not listed in Article 104(1) of Directive 2013/36/EU)	-
024	Supervisory measures taken in accordance with Article 102(1)(b) and other provisions of Directive 2013/36/EU or Regulation (EU) No 575/2013	Total number of supervisory measures taken in accordance with Article 104(1) of Directive 2013/36/EU:	-
025		to hold own funds in excess of the minimum capital requirements [Article 104(1)(a)]	-
026		to reinforce governance arrangements and internal capital management [Article 104(1)(b)]	-
027		to present a plan to restore compliance with supervisory requirements [Article 104(1)(c)]	-
028		to apply a specific provisioning policy or treatment of assets [Article 104(1)(d)]	-
029		to restrict/limit business or activities [Article 104(1)(e)]	-
030		to reduce the risk inherent in the activities, products and systems [Article 104(1)(f)]	-
031		to limit variable remuneration [Article 104(1)(g)]	-
032		to strengthen own funds by using net profits [Article 104(1)(h)]	-
033		to restrict/prohibit distributions or interest payments [Article 104(1)(i)]	-
034		to impose additional or more frequent reporting requirements [Article 104(1)(j)]	-
035		to impose specific liquidity requirements [Article 104(1)(k)]	-
036		to impose additional disclosure requirements [Article 104(1)(l)]	-
037		Number and nature of other supervisory measures taken (not listed in Article 104(1) of Directive 2013/36/EU)	-

		Supervisory measures	Data
		Investment firms	
037	Supervisory measures taken in accordance with Article 102(1)(a)	Total number of supervisory measures taken in accordance with Article 104(1) of Directive 2013/36/EU:	-
038		to hold own funds in excess of the minimum capital requirements [Article 104(1)(a)]	-
039		to reinforce governance arrangements and internal capital management [Article 104(1)(b)]	-
040		to present a plan to restore compliance with supervisory requirements [Article 104(1)(c)]	-
041		to apply a specific provisioning policy or treatment of assets [Article 104(1)(d)]	-
042		to restrict/limit business or activities [Article 104(1)(e)]	-
043		to reduce the risk inherent in the activities, products and systems [Article 104(1)(f)]	-
044		to limit variable remuneration [Article 104(1)(g)]	-
045		to strengthen own funds by using net profits [Article 104(1)(h)]	-
046		to restrict/prohibit distributions or interest payments [Article 104(1)(i)]	-
047		to impose additional or more frequent reporting requirements [Article 104(1)(j)]	-
048		to impose specific liquidity requirements [Article 104(1)(k)]	-
049		to impose additional disclosure requirements [Article 104(1)(l)]	-
050		Number and nature of other supervisory measures taken (not listed in Article 104(1) of Directive 2013/36/EU)	-
051	Supervisory measures taken in accordance with Article 102(1)(b) and other provisions of Directive 2013/36/EU or Regulation (EU) No 575/2013	Total number of supervisory measures taken in accordance with Article 104(1) of Directive 2013/36/EU:	-
052		to hold own funds in excess of the minimum capital requirements [Article 104(1)(a)]	-
053		to reinforce governance arrangements and internal capital management [Article 104(1)(b)]	-
054		to present a plan to restore compliance with supervisory requirements [Article 104(1)(c)]	-
055		to apply a specific provisioning policy or treatment of assets [Article 104(1)(d)]	-
056		to restrict/limit business or activities [Article 104(1)(e)]	-
057		to reduce the risk inherent in the activities, products and systems [Article 104(1)(f)]	-
058		to limit variable remuneration [Article 104(1)(g)]	-
059		to strengthen own funds by using net profits [Article 104(1)(h)]	-
060		to restrict/prohibit distributions or interest payments [Article 104(1)(i)]	-
061		to impose additional or more frequent reporting requirements [Article 104(1)(j)]	-
062		to impose specific liquidity requirements [Article 104(1)(k)]	-
063		to impose additional disclosure requirements [Article 104(1)(l)]	-
064		Number and nature of other supervisory measures taken (not listed in Article 104(1) of Directive 2013/36/EU)	-

Administrative penalties (2)			Data
Credit institutions			-
065	Administrative penalties (for breaches of authorisation/acquisitions of qualifying holding requirements)	Total number of administrative penalties from Article 66(2) of Directive 2013/36/EU applied:	-
066		public statements identifying the natural/legal person responsible and the nature of the breach [Article 66(2)(a)]	-
067		orders requiring the natural/legal person responsible to cease the conduct and to desist from a repetition of that conduct [Article 66(2)(b)]	-
068		administrative pecuniary penalties imposed on legal/natural person [points (c) to (e) of Article 66(2)]	-
069		suspensions of the voting rights of shareholders [Article 66(2)(f)]	-
070		Number and nature of other administrative penalties applied (not specified in Article 66(2) of Directive 2013/36/EU)	-
071		Total number of administrative penalties from Article 67(2) of Directive 2013/36/EU applied:	-
072	Administrative penalties (for other breaches of requirements imposed by Directive 2013/36/EU or Regulation (EU) No 575/2013)	public statements identifying the natural/legal person responsible and the nature of the breach [Article 67(2)(a)]	-
073		orders requiring the natural/legal person responsible to cease the conduct and to desist from a repetition of that conduct [Article 67(2)(b)]	-
074		withdrawals of authorisation of credit institution [Article 67(2)(c)]	-
075		temporary bans against natural person from exercising functions in credit institutions [Article 67(2)(d)]	-
076		administrative pecuniary penalties imposed on legal/natural person [points (e) to (g) of Article 67(2)]	-
077		Number and nature of other administrative penalties applied (not specified in Article 67(2) of Directive 2013/36/EU)	/ 2 (As per section 42 of the national legislation) (The Business of Credit Institutional Law)
Investment firms			
078	Administrative penalties (for breaches of authorisation/acquisitions of qualifying holding requirements)	Total number of administrative penalties from Article 66(2) of Directive 2013/36/EU applied:	-
079		public statements identifying the natural/legal person responsible and the nature of the breach [Article 66(2)(a)]	-
080		orders requiring the natural/legal person responsible to cease the conduct and to desist from a repetition of that conduct [Article 66(2)(b)]	-
081		administrative pecuniary penalties imposed on a legal person [points (c) to (e) of Article 66(2)]	-
082		suspensions of the voting rights of shareholders [Article 66(2)(f)]	-
083		Number and nature of other administrative penalties applied (not specified in Article 66(2) of Directive 2013/36/EU)	-
084		Total number of administrative penalties from Article 66(2) of Directive 2013/36/EU applied:	-
085	Administrative penalties (for other breaches of requirements imposed by Directive 2013/36/EU or Regulation (EU) No 575/2013)	public statements identifying the natural/legal person responsible and the nature of the breach [Article 67(2)(a)]	-
086		orders requiring the natural/legal person responsible to cease the conduct and to desist from a repetition of that conduct [Article 67(2)(b)]	-
087		withdrawals of authorisation of investment firms [Article 67(2)(c)]	-
088		temporary bans against natural person from exercising functions in investment firms [Article 67(2)(d)]	-
089		administrative pecuniary penalties imposed on legal/natural person [points (e) to (g) of Article 67(2)]	-
090		Number and nature of other administrative penalties applied (not specified in Article 67(2) of Directive 2013/36/EU)	

Competent authorities shall not disclose supervisory actions or decisions directed at specific institutions. When publishing information on the general criteria and methodologies, competent authorities shall not disclose any supervisory measures directed at specific institutions, whether taken with respect to a single institution or to a group of institutions.

- (1) Information shall be reported based on the date of decision. Due to differences in national regulations as well as in supervisory practices and approaches across the competent authorities the figures provided in this table might not allow for a meaningful comparison between jurisdictions. Any conclusions without carefully considering these differences can be misleading.
- (2) The administrative penalties imposed by competent authorities. Competent authorities shall report all administrative penalties against which there is no appeal available in their jurisdiction by the reference date of the disclosure. Competent authorities of Member States where it is permitted to publish administrative penalties subject to an appeal, shall also report those administrative penalties unless the appeal annulling the administrative penalty is issued.

Part 6
Data on waivers (1) (year 2021)

Exemption from the application on an individual basis of prudential requirements set out in Parts Two, Five, Seven and Eight of Regulation (EU) No 575/2013			
	Legal reference in Regulation (EU) No 575/2013	"Article 7(1) and (2) (waivers for subsidiaries) (2)"	"Article 7(3) (waivers for parent institutions)"
010	Total number of waivers granted	-	
011	Number of waivers granted to parent institutions which have or hold participations in subsidiaries established in third countries	N/A	-
012	Total amount of consolidated own funds held in the subsidiaries established in third countries (in MEUR)	N/A	-
013	Percentage of the total consolidated own funds held in subsidiaries established in third countries (%)	N/A	-
014	Percentage of the consolidated own funds requirements allocated to subsidiaries established in third countries (%)	N/A	-
Permission granted to parent institutions to incorporate subsidiaries in the calculation of their prudential requirements set out in Parts Two to Five and Eight of Regulation (EU) No 575/2013			
	Legal reference in Regulation (EU) No 575/2013	"Article 9(1) (Individual consolidation method)"	
015	Total number of waivers granted	-	
016	Number of waivers granted to parent institutions which have or hold participations in subsidiaries established in third countries	-	
017	Total amount of consolidated own funds held in the subsidiaries established in third countries (in MEUR)	-	
018	Percentage of the total consolidated own funds held in subsidiaries established in third countries (%)	-	
019	Percentage of the consolidated own funds requirements allocated to subsidiaries established in third countries (%)	-	
Exemption from the application on an individual basis of liquidity requirements set out in Part Six of Regulation (EU) No 575/2013			
	Legal reference in Regulation (EU) No 575/2013	"Article 8 (Liquidity waivers for subsidiaries)"	
020	Total number of waivers granted	-	
021	Number of waivers granted pursuant to Article 8(2) where all institutions within a single liquidity sub-group are authorised in the same Member State	-	
022	Number of waivers granted pursuant to Article 8(1) where all institutions within a single liquidity sub-group are authorised in several Member States	-	
023	Number of waivers granted pursuant to Article 8(3) to institutions which are members of the same Institutional Protection Scheme	-	
Exemption from the application on an individual basis of prudential requirements set out in Parts Two to Eight of Regulation (EU) No 575/2013			
	Legal reference in Regulation (EU) No 575/2013	"Article 10 (Credit institutions permanently affiliated to a central body)"	
024	Total number of waivers granted	-	
025	Number of waivers granted to credit institutions permanently affiliated to a central body	-	
026	Number of waivers granted to central bodies	-	

[Source: <https://www.centralbank.cy/en/statistics/>]