



# Philips University

## prospectus

**2027**  
Academic year 2026-2027

# Philips University

## Officers of the University

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Constantinou Philippos, FCA

### **RECTOR**

Professor Natsopoulos Demetrios

### **VICE - RECTOR**

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# Welcome to Philips University

Philips University is a dynamic institution which provides intellectually stimulating and challenging undergraduate and graduate programs of study. The programs of **Philips University** are well-balanced, meaningful and helpful to students. University faculty, with evidence of teaching and research excellence and commitment to student learning, deliver the programs.



Philips University prides itself for the quality of the research and scholarship of its academics, who continuously explore and push forward the boundaries of existing knowledge. Academic development relies not only on the curriculum and textbooks, but also on the expertise of the members of faculty teaching each class.

Students also benefit from the rich extra-curricular activities of the University. Philips University offers a wide range of sporting, social and other activities which have proved very popular with students.

As a truly European educational institution, Philips University carries out its academic work in modern state-of-the-art custom-built premises which provide an educationally stimulating environment.

We, at Philips University, look forward to welcoming all our new students and promise to prepare them to fill positions of responsibility within society.

**Philippos Constantinou, FCA  
President**

# PHILIPS UNIVERSITY

## HISTORICAL BACKGROUND AND UNIVERSITY PROFILE

Philips University grew out of Philips College which has a proud history of more than 48 years, equipping students for their profession and their public service. The College was established in 1978 with the help of the then Minister of Education of the UK, the honourable Gerry Fowler, Dr Yiannis Koutsakos, former Chairman of the Council of the University of Cyprus, Takis Evdokas a well-known psychiatrist and Philippos Constantinou, a Charter Accountant, who became the Principal of the College.

In its short history, the Philips College has achieved considerable success through the insistence on maintaining high academic standards.

The licence to operate Philips University and the registration in the Registry of Universities was granted by the Council of Ministers of the Republic of Cyprus on 15 October, 2019 (reference number 88.356) with retrospective validity 5 February, 2013.

Philips University is founded on the most contemporary academic concepts and practices, and born out of the experience and expertise of internationally renowned academics. It is a dynamic, vibrant and friendly university which provides intellectually, stimulating and challenging undergraduate, and post graduate programs lead to Master and Doctoral degrees.

The programs of the University are well balanced, meaningful and helpful to students. University faculty with evidence of teaching and research excellence with commitment to student learning deliver the programs.

Our goal is to assist students to reach their potential, while developing important skills in a positive and supportive environment.



## ACCREDITATION

The University is accredited by:

- (i) The Cyprus Agency of Quality Assurance and Accreditation in Higher Education (CYQAA).
- (ii) The Hellenic National Academic Recognition and Information Centre (DOATAP) of Greece.

## COLLABORATION

Collaboration exists in the area of teaching, research, exchange of staff and students with:

- (i) The National and Kapodistrian University of Athens (EKPA), Greece
- (ii) The University of the Aegean
- (iii) The Open Hellenic University
- (iv) The University at Albany, State University, New York, USA

## MEMBERSHIP

Philips University, is a member of:

- The Association of Commonwealth Universities, UK.
- The International Consortium of universities for Drug Demand Reduction (ICUDDR), USA

In addition, Philips University programmes of study are recognised by a **number of**

**prominent professional bodies**, such as:

- The Institute of Chartered Accountants in England and Wales (ICAEW), UK
- The Chartered Institute of Public Relations (CIPRs), UK
- The Association of International Accountants (AIA), UK.
- The Association of Chartered Certified Accountants (ACCA), UK
- The Certified Practising Accountants (CPA), Australia
- The Chartered Institute of Insurance (CII), UK
- The Economic Chamber of Greece
- The Chartered Institution of Water and Environmental Management (CIWEM), UK
- The Institute of Environmental Management and Assessment (IEMA), UK



Philips University is committed to be a university community, where all individuals matter, where wellbeing is paramount, and pastoral care is of the highest quality. A place driven by compassion where people, the planet, and all the living things are held in the highest regard.

Philips University provides an outstanding personalised experience for its students and partners, meeting their needs, and the needs of the economy and society at large through high-quality teaching and research. The university has been pursuing excellence in knowledge since 1978.

## Our Mission

To educate, to advance knowledge and serve the common good, by attracting highly qualified staff and students with outstanding academic potential.

## Our Vision

We aspire to be broadly recognised as a leading university in the region by providing **higher** quality teaching, research and commitment to the community.

## Principles and Values

In all that we do, we are driven by our values:

- Intellectual integrity, freedom of inquiry and expression, equality and dignity of all individuals. These values form the foundation of ethical conduct in research, teaching, learning and the provision of educational services.
- We value excellence in teaching, research and creative activity that enables learning experiences, advances knowledge, inspires engaged citizenship, and promotes public good.
- We appreciate learners from all age groups and walks and strives to provide an intellectually rewarding educational environment for all.
- Our teaching and research tackles global challenges. Students are nurtured to become drivers of economic and social change.
- The operation of the university and the activities of the academic community are exercised in such a way so as to pay full respect to human rights, the European constitution, and the constitutional rights of citizens, as advocated by international organizations.

The university adopts the values of acceptance and adheres to a policy of non-discrimination by treating individuals equally, irrespective of race, colour, gender, ethnicity, ideology, sexual orientation, religion, physiology and personal choices. The law governing the relationship between the student and the teacher is respected and any deviation is prohibited.

## The Strategic Planning Process

Our strategic plan is different. It sets out who we are and where we are going in the context of changes and challenges facing the higher education sector.

**Philips University** aspires to be recognised as a leading institute in the region, by providing higher quality teaching, research and commitment to the community. Our process for identifying how to achieve the fundamental goal relies on input from students, faculty, staff and alumni across the community to assess, identify and articulate the areas where Philips University needs to grow and where it should continue to excel.

In the midst of transformative changes to its stability and time - honoured traditions of higher education in the European and the USA our strategic planning has had to conceptualize tomorrow's institution in an effort to envision how we can become more competitive and innovative.

**One aspect we will not change is the belief in Heraclitus's concept that "all things are in flux" "everything flows, nothing stands still".**

Heraclitus's who was a famous Greek philosopher, expressed this concept of constant change by saying that "**you cannot step twice into the same river**". "**The river changes because fresh waters are ever flowing is upon you**" and our subscription to its belief that "**Great universities are and will be defined of the strength of their faculty**".

We must, therefore, promote faculty excellence by continuing to improve the quality and volume of our research and scholarship as we continue to build a diverse, high calibre faculty.

**The Internal Quality Assurance at Philips University** is conducted in accordance with the European standards and Guidelines and the relevant national legislation.



## Languages of Instruction

The languages of instruction are English and Greek. Following the decision of the Council, the University can offer some of its programs in other languages.

## ADMINISTRATIVE STRUCTURE

Philips University, Cyprus is governed by the Council of the University, the Senate, the Rector's Council and the Rector.

### Council of the University

The Council of the University is the highest administrative body of the University. It is responsible for the administration of all matters which concern the University, including financial matters, infrastructure, supervision and control of the administrative and other staff, the number of students for admission and student affairs on an individual basis. The Council of the University approves the hiring of academic staff that is carried out by the Senate.

### The Senate

The Senate constitutes the highest academic body of the University and is responsible for the general supervision of the operation of the University, the adherence to the law and the internal regulations. The Senate is responsible for all academic work of the University such as scientific research, teaching and all other academic activities.

## The Rector's Council

The Rector's Council is composed of the Rector, the Vice Rectors and the Director of Administration, who has the right to vote administrative, financial matters and issues concerning administrative staff.

The Council has executive duties that concern daily or current issues that come from the Senate or the Council, following the recommendation of the Rector.

### The Rector

The Rector is the Chief Academic Officer of the university, and ensures that the decisions of the Senate are carried out and is responsible for the implementation of the educational policy of the University.

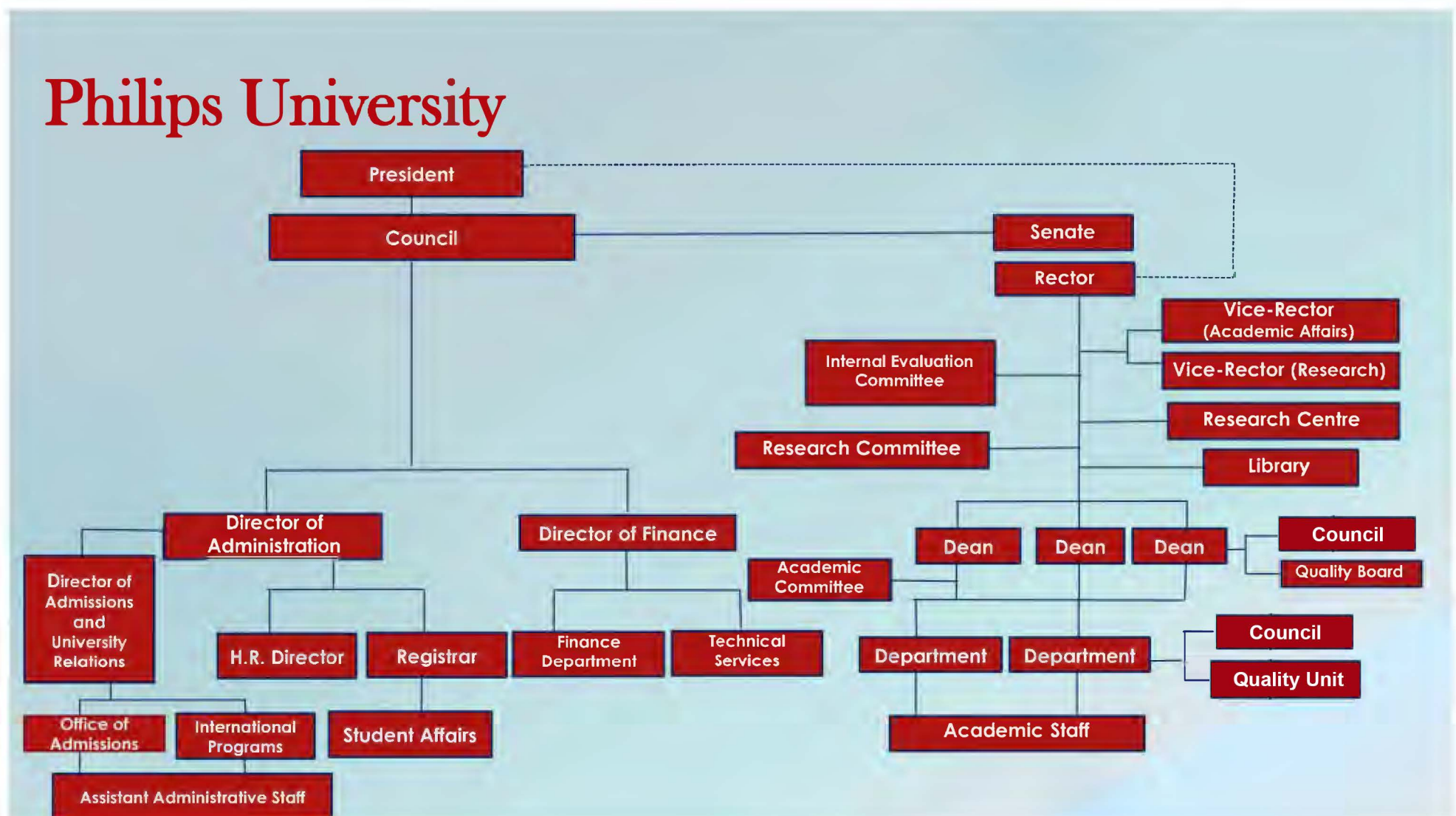


**Philips University** believes in creating a climate which fosters learning. The University's commitment is not limited to providing educational opportunities for the young; this extends to helping the working professionals as well.

The **University** is committed to assisting students, faculty and administrative staff, alumni and other members of society in their development and growth. In striving to meet its commitments, the University is dedicated to applying the most effective methods and programmes of study.

## Organisation & Operation of the University

The structure and hierarchy of the University follows the provisions of the relevant law. The formal structure of positions and committees of the University appears in the organisation chart which follows:



## SCHOOLS, DEPARTMENTS AND PROGRAMS OF STUDY

**Philips University** consists of four schools which cover related disciplines, so as to secure the necessary interaction for scientific development and the necessary coordination for research and teaching.

**(a)** The Schools are divided into Departments. A department constitutes the basic academic unit and covers the cognitive subject of a science or related sciences. The program<sup>x1</sup> of Studies of a Department leads to a degree. Schools of Philips University acquire autonomous function once two of the Departments function autonomously.

**(b)** Each School of the University consists of Departments determined by the Senate.

**(c)** The Schools of Philips University are the following:

### **(1) SCHOOL OF ECONOMICS AND MANAGEMENT**

#### **(i) Department of Accounting and Finance**

- BA Accounting and Finance, 240 ECTS Conventional <sup>x1</sup>
- BA Accounting and Finance, 240 ECTS Distance Learning <sup>x2</sup>
- MSc Corporate Finance with Corporate Governance, 90 ECTS Conventional <sup>x1</sup>

#### **(ii) Department of Business Administration**

- BA Business Studies, 240 ECTS, Conventional <sup>x1</sup>
- Master of Business Administration (MBA), 90 ECTS, Conventional
- Master of Business Administration (MBA), 90 ECTS, Distance Learning
- Doctor of Philosophy (Ph.D) Business and Management Studies, 240 ECTS

### **(2) SCHOOL OF EDUCATION AND SCIENCES**

#### **(iii) Department of Computer Science**

- BSc Computing and Information Technology, 240 ECTS, Conventional <sup>x1</sup>

#### **(iv) Department of Public Relations and Communications**

- BA Public Relations and Communication, 240 ECTS, Conventional <sup>x1</sup>

#### **(v) Department of Social and Behaviour Sciences**

- MSc Counselling in Addiction with pathways in Prevention or Intervention, 90 ECTS, Conventional <sup>x1</sup>

- MSc Environmental Management, 90 ECTS with three pathways to choose one , Sustainable Waste Management, Environment & Public Health and Green Accounting & Economics.
- BA Primary Education<sup>x2</sup>, 240 ECTS
- MSc Pedagogical and Teaching Adequacy, 90 ECTS, Distance Learning<sup>x2</sup>
- MA Special and Inclusion Education, 120 ECTS, Distance Learning
- Doctor of Philosophy (Ph.D)<sup>x1</sup> Education, 240 ECTS<sup>x2</sup>

### (3) SCHOOL OF LAW

(vi) Department of Law

- LLB (Law), 240 ECTS, Conventional <sup>x2</sup>

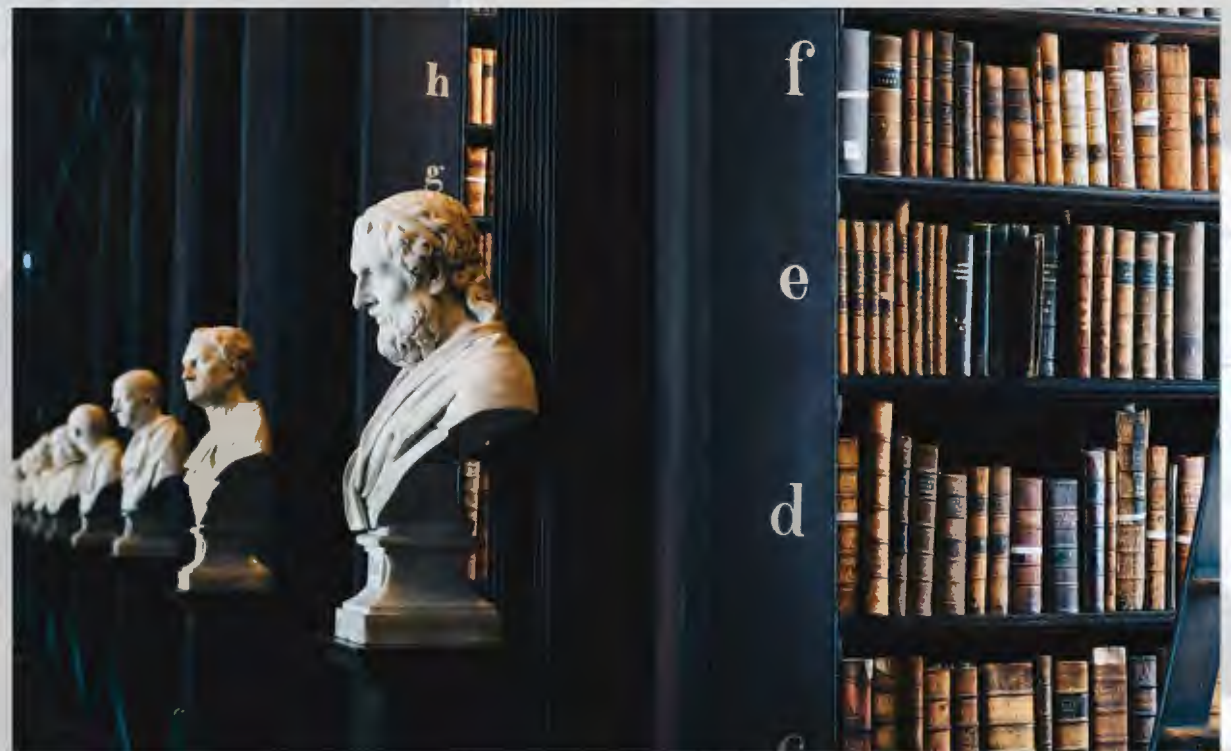
### (4) SCHOOL OF HEALTH SCIENCE

(vii) Department of Nursing

- BSc Nursing, 240 ECTS, Conventional <sup>x1</sup>

<sup>x1</sup> English is the language of instruction

<sup>x2</sup> Greek is the Language of instruction



\* To learn more about our programs of study, please visit our website: <https://philipsuni.ac.cy>

# Awards & Learning Methods

## LIST OF AWARDS

The Philips University grants the following awards:

- Doctor of Philosophy
- Master of Science
- Master of Arts
- Master of Business Administration
- Honours Degree
- Ordinary Degree

## TEACHING-LEARNING METHODS

The primary teaching modes are the following:

- lectures
- seminars
- tutorials
- case studies
- projects

### Lectures

## Lectures

provide a common background for all those taking a course. Lecturers offer their interpretation of various aspects of the subject area and attempt to stimulate student interest and guide further readings. Lectures are supplemented by seminars or tutorials in which students prepare and read papers for consideration and discussion in small groups.

### Seminars

## Seminars

offer the opportunity for discussion, debate and presentation of papers relating to issues raised in the lectures. Seminars offer students the opportunity to interact and discuss their study interests.

### Tutorials

## Tutorials

aim to supplement lectures. These provide students with the opportunity to discuss individually and in greater depth issues arising from lectures. Particular importance is attached to attendance and participation in tutorials.

### Case Studies

## Case Studies

offer students the opportunity to strengthen their analytical and problem-solving skills and provide practice in decision-making, implementing solutions and influencing people to accept proposed courses of action.

### Projects

## Projects

constitute an important element of the programme providing an opportunity for students to bring together acquired skills and knowledge. Through projects students gain experience in researching issues and compiling studies of a practical nature.

During vacations students are expected to continue their academic study and extensive reading or, where appropriate, to gain appropriate professional experience.

# GRADUATION REQUIREMENTS

## Doctor of Philosophy

On graduation, each candidate for a Doctor of Philosophy must have:

- completed successfully all the prescribed course work of the examination syllabus. As a general rule, all candidates must successfully complete a minimum of 180 European credits units (ECTS).

## Master Degree

On graduation, each candidate for a Masters Degree must have:

- completed successfully all the prescribed course work of the examination syllabus;
- achieved the minimum required credits of prescribed course work by completing successfully all the core, specialisation and elective subjects, **as required by each programme of study**. As a general rule, all students must successfully complete a minimum of 90 European credit units (ECTS\*\*).

## FOUR - YEAR PROGRAMME

## Bachelor Degree

On graduation, candidates for an Honours Degree must have:

\* A student's Grade Point Average (G.P.A) is determined by dividing the total number of quality points earned by the total number of credits taken.

- completed successfully all the prescribed course work of the examination syllabus;
- achieved the minimum required credits of prescribed course work by completing successfully all the core, specialisation and elective subjects, **as required by each programme of studies**.

As a general rule, all students must successfully complete a minimum of 240 ECTS.

- secured a G. P. A. of at least 2.00 on courses taken successfully during semesters 5 to 8 for an Honours degree.

A candidate who has fulfilled the requirements of the prescribed scheme of study and has satisfied the examiners will be eligible for the conferment of the Bachelors Degree with Honours in one of the following classes on the basis of his Grade Point Average (G.P.A)\*.

<b>3,60 to 4,00 :</b>	<b>First Class</b>
<b>3,00 to 3,59 :</b>	<b>Second Class, 1st Division</b>
<b>2,60 to 2,99:</b>	<b>Second Class, 2nd Division</b>
<b>2,00 to 2,59 :</b>	<b>Third Class</b>

Candidates for First Class Honours Degrees must secure a G.P.A. of at least 3.60 with no resit or retake on any subject during semesters 5 to 8.

## Ordinary Degree

Candidates not deemed by the examiners to have attained the standard required for the conferment of an Honours Degree, may be eligible for the conferment of an Ordinary Degree provided that they:

- complete successfully all the prescribed course work of the examination syllabus;
- achieve a minimum of 240 ECTS of prescribed courses;

## European Credit Transfer System (ECTS)

The programme of studies is based on credit units (ECTS).

ECTS is based on the principles that 60 credits are approximately equal to the workload of a full-time student during one academic year. Although there is no direct correspondence between ECTS and one contact hour, an approximate ratio of 2:1 is initially applied to instigate the validation process.

## ERASMUS ++ PROGRAMME

The Philips University participates in the Erasmus ++ Programme, which among other activities, promotes European Union student exchanges. It also implements the rules set by the European Credit Transfer and Accumulation Systems (ECTS), which allows the mutual recognition of the programmes of study involved.

# *Library Facilities*



# Library Facilities



The Philips University Library plays an active and progressive role in the educational endeavour of the University and strengthens the foundations of its academic programmes.

To achieve this goal, constant attention is given to the continuing development and growth of the three core elements of the Philips Library: the library collection, physical facilities and staff. The collection supports the curriculum

offerings of the University and provides enough depth for the research and study needs of students and faculty and with enough scope to stimulate the free pursuit of their individual interests.

- Library policies are set by a sub-committee of the academic committee.
- The Library as a living entity responsive to the needs of students and

staff and is attuned to new developments in the publishing industry.

- The building provides enough space and varied facilities to create the proper learning environment.
- The Philips University Library contains a satisfactory number of volumes of books and periodicals and many other documents. The library receives many periodicals and titles per year. In addition, numerous titles in software, including many software programmes, are kept in the library.
- A traditional reference service is available during library hours. This service is enriched by a computer-assisted reference facility which provides access to the library databases in other international and local institutions of higher learning and research.
- The library is about to inaugurate interlibrary loan services and other cooperative borrowing facilities and privileges.
- Library support facilities include personal computers, photocopiers and telephones.

## *Information Technology Facilities*



# Information Technology **Facilities**

The philosophy of the University as regards to Information Technology reads as follows:



*"In the area of Information Technology the University is committed to providing the best available resources to enable students to develop their theoretical and practical skills. The University will provide a comprehensive information technology service to all students and staff to support the University's teaching, research and administration."*

Information Technology plays an important part in all aspects of the University's day-to-day activities: in teaching, research and administration.

All the departments of the University use a wide range of up-to-date computing facilities including video conferencing for teleteaching purposes in multimedia lecture rooms.

## **The Philips University Information Technology Centre**

The Philips University Information Technology Centre provides services to all University students and develops and maintains programmes for a wide range of applications. The Information Technology personnel provide training, information, advice and assistance to users on campus.





## *Linux*

### **INFORMATION TECHNOLOGY CENTRE**

The main Information Technology Centre includes: a Web Server, a DNS Server; a Proxy Server; a Mail Server; and a Firewall Server running Linux operating System which are connected to a CISCO router.

All University PCs are connected via a Wireless Network to the above system based on a VLAN structure for purposes of better security (labs and library, faculty and administration offices). Fast access to the Internet is provided using an ADSL modem.

Students working in the labs have access to laser printers and scanners. All PCs include Microsoft XP operating system and Open Office Suite.



# Admission Requirements

## Admission to undergraduate courses requires:

- successful completion of 12 years of schooling, and in addition, evidence that the applicant is competent in written and spoken English in any one of the following English Language qualifications:

Cambridge IGCSE or GCSE English as a First Language (E), IELTS (at least test score 5), TOEFL IBT (at least test score 71), Passwork Skills Plus Test (at least test score 5.5), Anglia Examinations (at least grade Intermediate), Michigan Language Assessment (ECCE (52)), Cambridge GCE AS Level English Language (C), Cambridge GCE English A Levels Language (D), Pearson PTE Academic (58) University of Cambridge Exams B2 First (FCE)

or

- a General Certificate of Education with a pass mark in four subjects, including three subjects at Advanced Level and an Ordinary Level pass English Language at least grade D

or

- graduation from an approved course in an accredited secondary school, and, where necessary (at the discretion of the Head of the Department), and pass mark in the entrance examinations of the University in Mathematics and the English Language

## Admission to English Language Foundation course requires:

- successful completion of 12 years of schooling, and in addition, evidence that the applicant is competent in written and spoken English in any one of the following English Language qualifications:

University of Cambridge Exams (B1 Preliminary (PET)), IELTS (4.00), TOEFL IBT (42) IB English B Standard Level (SL) 4 IB English B High Level (HL) 3 Cambridge IGCSE or GCSE, English as Second Language (E) Passwork Skills Plus Test (4.00) Anglia Examinations, Pearson PTE Academic (43), Michigan Language Assessment ECCE (4.00)

## Admission to post graduate courses requires :

- the normal minimum requirement is a good undergraduate/postgraduate degree in a subject appropriate to the program, from an accredited University.

## TRANSFER STUDENTS

Students who have followed part of a university course elsewhere and wish to transfer to a degree course at the Philips University must submit an application and supporting documents, an official transcript of their previous record and if deemed necessary the examination syllabus of the institution from which transfer is being requested to the Admissions Office/Head of Department.

**Grades in courses accepted for transfer credit are not counted in the computation of the quality point average.**

In order to be considered for transfer a student must :

- show satisfactory progress in his present course;
- satisfy the admission requirements of his proposed new course; and
- meet any conditions required by the Head of the Department or his nominee.

## ADVANCED STANDING

A student may be considered by the relevant Heads of Department for entry with advanced standing provided he meets any one of the following requirements:

### (i) Transfer from one course of Philips to another

- has completed successfully any course at the Philips University.



Exceptions are granted on a subject for subject basis;

- at the discretion of the relevant Heads of Department, but not later than the end of the second semester, students may be allowed to transfer from one undergraduate course to another

#### (ii) Transfer from other institutions

- has completed at other accredited institutions of higher learning courses, of similar standard to those offered at Philips;
- holds an approved degree (BA, BSc etc.) or equivalent professional qualification;
- holds a Higher National Diploma (HND) or equivalent professional qualification.

### RE-ADMISSION OF FORMER STUDENTS

A student who previously attended the Philips University and interrupted his studies for a semester or longer for reasons other than academic or disciplinary may reactivate his file by contacting the Admissions Office in writing.

A student who was suspended on scholastic or disciplinary grounds during an earlier enrolment at the University may

seek reinstatement after the period of interruption lapses. The period of interruption is determined by the appropriate committees. Re-instatement requires the approval of the Academic or Disciplinary Committee of the University as the case may be.

A student who, upon the recommendation of the Disciplinary Committee, is dismissed from the University is not entitled to apply for readmission. It is advisable for former students to initiate the readmission process with the Office of Admissions well in advance of the semester in which students can complete any special requirements which may be imposed upon them.

### APPLICATION PROCEDURES

Applications for admission must be made using the appropriate application form obtainable from the Admissions Office, The Philips University, Nicosia, Cyprus.

### Home Students

Home students must file the following documents with the Admissions Office.

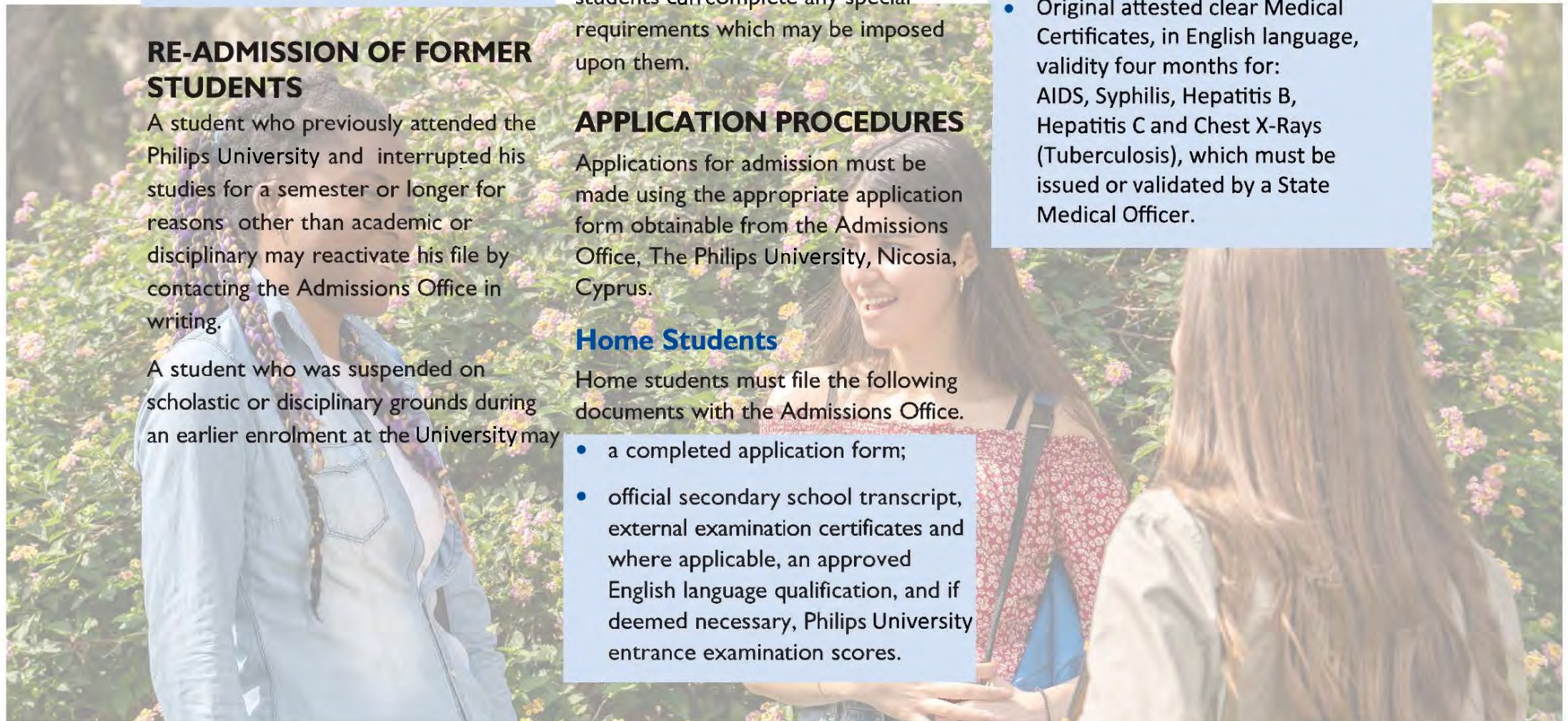
- a completed application form;
- official secondary school transcript, external examination certificates and where applicable, an approved English language qualification, and if deemed necessary, Philips University entrance examination scores.

### International Students

Philips University welcomes applications from overseas students.

The following are required:

- completed application form;
- official transcript of secondary school grades and where applicable an approved English language qualification
- character reference from police (original), valid for six months
- Original attested copy of passport, minimum validity two years;
- a bank declaration stating that the applicant can meet his financial obligation.
- Original attested clear Medical Certificates, in English language, validity four months for: AIDS, Syphilis, Hepatitis B, Hepatitis C and Chest X-Rays (Tuberculosis), which must be issued or validated by a State Medical Officer.



Closing Date for registration Students choosing to follow the Foundation Programme or audit a course are also required to submit a completed application form.

The closing date for receipt of completed application forms from overseas students is the 10th of September for the Autumn semester and the 10th of January for the Spring semester.

Prospective students should apply well in advance of the closing date.

Applications from home students will be accepted until the 10th October for the Autumn semester and the 10th of February for the Spring semester.

The last date to drop a course is the 15th of October for the Autumn semester and the 25th of February for the Spring semester.

### **Auditors (Listeners)**

Auditors are admitted to certain courses on payment of the stipulated auditor's fee and after obtaining the permission of the Head in charge of the course and the Registrar. The University does not recognise auditors as students.

### **Selection**

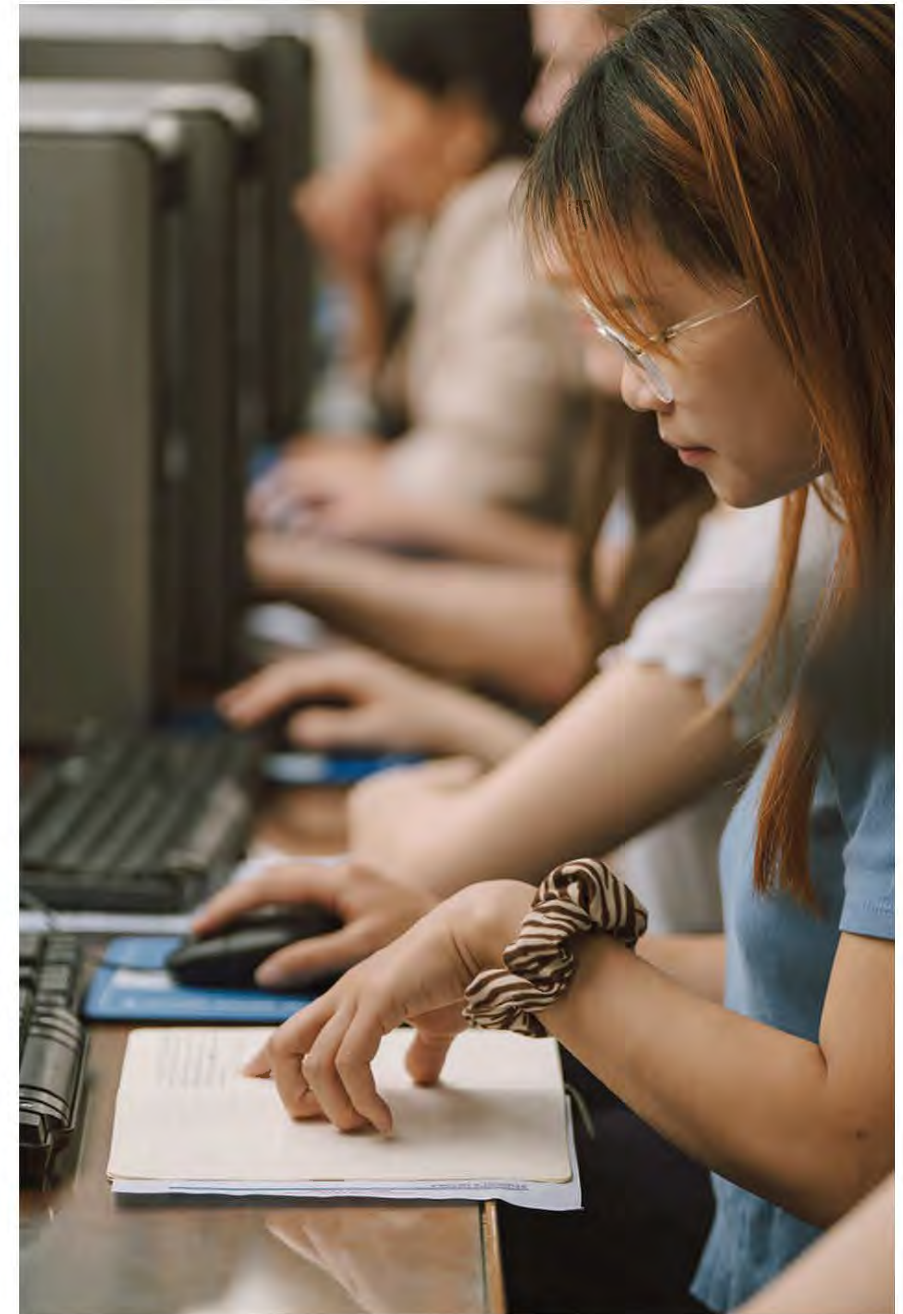
Candidates are assessed and selected for places on the basis of one, or a combination, of the following criteria:

- educational qualifications only;
- educational qualifications and success in the entrance examinations of the University;
- educational qualifications and successful interview.

Special tests may be administered at the interview stage in order to assess a student's academic suitability. Because of the high demand for places, not all applicants possessing the minimum entry requirements are guaranteed a place at the University.

Following the assessment and selection procedure, places are offered and "reserved" lists formed.

All candidates are notified of their success, or otherwise, and of any special enrolment arrangements.



# Matriculation & Registration

Matriculation is the formal act of acceptance to membership of the University of a person admitted to the University. Persons admitted to the University must sign a declaration stating their obligation to observe the regulations of the University and to comply with such other rules as the University may issue from time to time. This declaration should be signed before matriculation.

Students cease to be matriculated at the University when they:

- notify the University in writing of their intention to withdraw from the University, or in the absence of such notification, are deemed by the University to have withdrawn;
- or
- are required by the University to discontinue their studies;
- or
- are granted a Degree or other academic distinction by the University.

The registration of students, admitted to programmes of study leading to a Degree shall take place on such dates and in such manner as may be specified by the University.

Students shall not be permitted to register for a new semester or session if they are in debt to the University and have not made alternative arrangements acceptable to the University. The registration of a student shall be cancelled if, by the end of the calendar month following the month



in which the student is due to register, has not provided the University with satisfactory evidence that any remaining fees applicable to the semester will subsequently be paid in full.

## Placement Tests

All new students, at the discretion of the Head of Department, are required to take standardised placement tests. These are administered by the University during the orientation week and aim to assess each

student's potential. These tests measure quantitative and verbal aptitudes. All test scores are then screened by a panel. Appropriate programmes are then drawn up to assist students in light of the observations made by the panel.

## Withdrawal

A student who finds it necessary to

withdraw from the Philips University is required to consult with the Head of Department. The date of withdrawal from the University and the symbol "NC" (no credit) for each course are recorded on the student's transcript of record. Students who withdraw from the University without first consulting the Head of Department will not be granted honourable dismissal.

# Tuition Fees

The University receives no direct support from any governmental body. It therefore relies entirely on tuition fees for its income and financial viability. Fees are calculated on the basis of the real economic costs of study. Consequently the University authorities must be satisfied that a student's fees will be met throughout the duration of his programme of studies at the Philips University.

Prospective students are informed of tuition fee requirements before registration.

Although tuition fees are well publicised every effort is made to make students aware of the University's policy regarding tuition.

All tuition fees should be paid by the deadlines set in the University prospectus.

A student is not officially registered until payment is made in full. Unless all financial obligations to the University have been satisfied, a student cannot register, graduate or have a transcript issued. Students facing unexpected financial problems may apply in writing to the University for an extension of payment which will consider each case on its merits. Filling in an application does not imply automatic deferment.

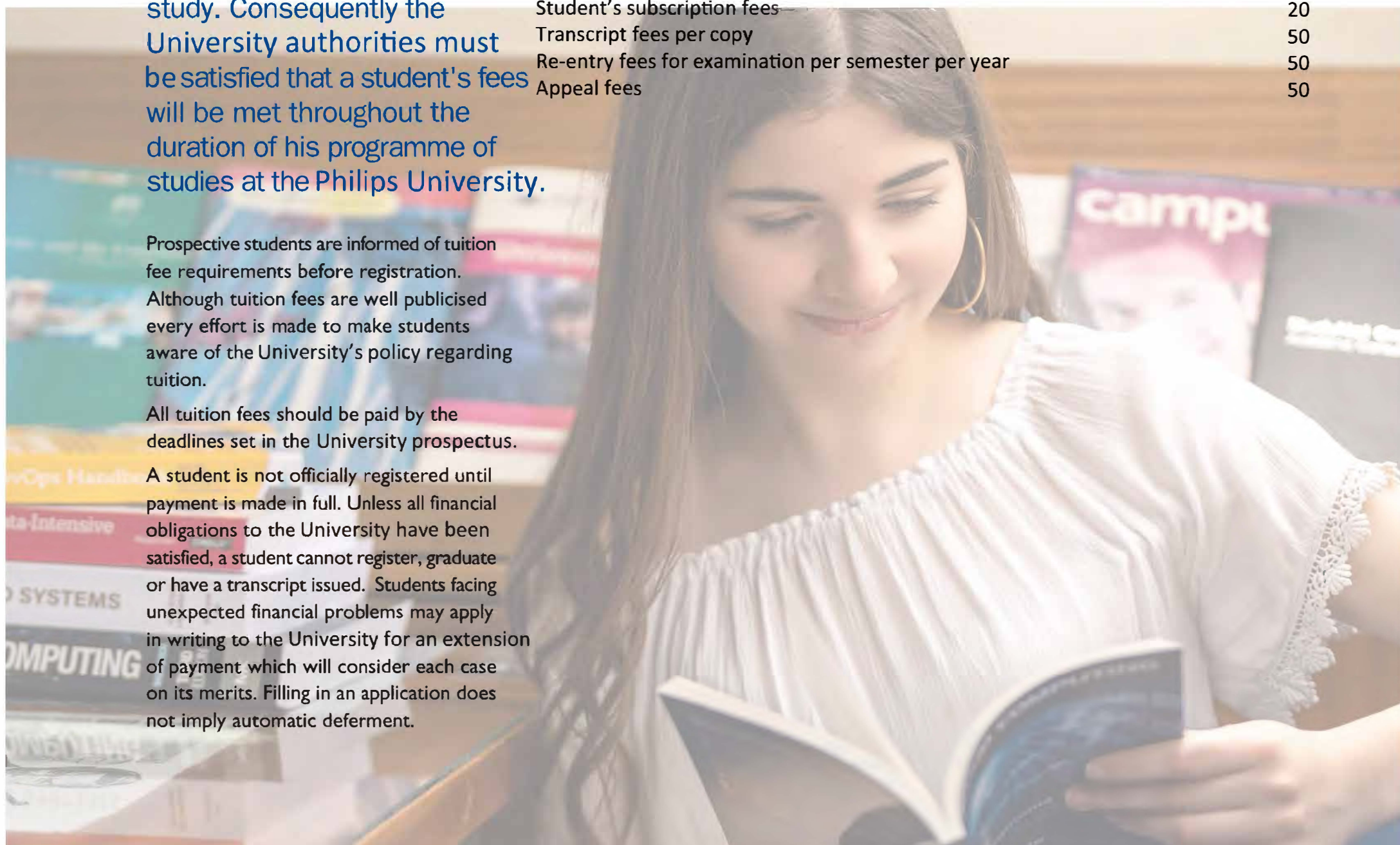
The fees for **undergraduate programmes** of studies, for home and international students, are **€10.000,00** for each academic year of study.

The fees for **postgraduate programmes** of studies, for home and international students, are **€11.500,00** for each academic year of study.

## FULL-TIME STUDENTS

The tuition fees for the academic year 2026-2027 for home students and overseas students have been fixed as follows:

	€
Undergraduate Courses	10.000
Postgraduate Courses	11.500
Registration Fees (Annually)	100
Late enrolment fees	50
Student's subscription fees	20
Transcript fees per copy	50
Re-entry fees for examination per semester per year	50
Appeal fees	50



Tuition fees are normally payable at the beginning of each semester. **It is the general policy of the University not to refund tuition fees.** In exceptional cases of compassion, for example debilitating illness, the University agrees to refund part or all of the tuition fees after careful consideration of evidence.

Students who fail to secure an entry visa to Cyprus their tuition fees are refundable, less application and processing expenses.

Any student may be suspended from the University fifteen days after receiving official notice of failure to discharge his usual financial obligations.

No student shall be permitted to sit for final examinations, or to register for a new semester, until all outstanding financial obligations have been met.

## PART - TIME STUDENTS

Tuition fees for part-time students have been fixed at €600 per subject for undergraduate studies and €800 per subject for postgraduate studies.

## AUDITORS

Auditors are admitted to certain courses on payment of €600 per subject.

## SCHOLARSHIPS

The University maintains a scholarship programme. Details of the programme appear below.

Students already at Philips University

- **Number** of scholarships offered:  
*2 per academic programme*
- **Amount:** Each scholarship is €1000 per year
- **Duration:** *One year*
- **Criteria:** *Academic Excellence*



### - Selection:

*Students are eligible to compete for a scholarship refund. A panel evaluates all eligible candidates and selects on the basis of scores for the year and supporting documents.*

### Applicants from Secondary Schools

- **Number** of scholarships offered:  
*2 per academic programme*
- **Amount:** *30% refund of the 1st year's tuition fees*
- **Duration:** *One year*
- **Criteria:**  
*All students with minimum Apolytirion score 18/20 or at least two GCE "A" levels excluding Modern Greek.*

## PRIZES

The University may award prizes at the end of each academic year, to those students who obtain outstanding academic results or who are adjudged to have made profound progress during the year.

Full time students who make some outstanding contribution to Clubs and Societies of the University are eligible for Special University Awards.

## COUNSELLING SERVICE

The University Counselling Service was established some years ago aiming to provide counselling to students of the Philips University.

The Counselling Service is a confidential service and addresses a variety of problems which students bring to Counsellors. These may include academic, social and emotional concerns. Counselling need not be all problem-centred though; it can also involve exploring ways of building on strengths and reaching one's potential.

Counsellors are also available for group sessions and workshops which focus on developing particular skills. Counsellors are happy to arrange workshops at the request of particular groups: for example, mature students, women students etc.

## SERVICES FOR INDUSTRY

The University offer specialized short courses for industry, "in house" courses for individual organisations and consulting services.

The University offered post-graduate sandwich courses in Business Administration (Marketing, Finance and Production) on behalf of the Cyprus Human Resource Development Authority. On completion of the course students are awarded the Philips University Certificate of Achievement in addition to the Certificate issued by the Human Resource Development Authority of Cyprus.

Enquiries on these issues may be made to the University Industrial Projects Service.

# Students' rights, privileges & expectations

## RESIDENCE REQUIREMENTS

The University requires that each candidate for an undergraduate degree complete a minimum of 90 ECTS in residence.

## INTELLECTUAL VALUES

The University is committed to the value of intellectual debate and diversity of opinion. In line with the above the University encourages students to practice good citizenship and to exercise their rights as citizens of a democratic country.

The University believes that students should be encouraged to learn, inquire about the truth and carry out their scholastic work within an atmosphere of freedom.

## DISCIPLINE AND RESPONSIBILITY

It is accepted that such rights are subject to the limitations and obligations necessary for the orderly operation of the University. In this regard, the University encourages students to respect the rights of others, to behave with academic and personal integrity and to adhere to the laws and regulations of the University.

Students should know that the rules of conduct are humanely enforced to help students, who have voluntarily joined the University, to work in an orderly fashion. All students are required at all times during their period of study to exercise good behaviour and to observe all regulations which may be issued by the University from time to time. Students are held responsible for apprising themselves of all rules, regulations and policies which affect them.

The University is genuinely concerned about the intellectual, spiritual and ethical well-being of its students.

To guide them, the University publishes in its handbook the rules of student conduct thus allowing the University to function in an orderly manner.

The University provides the necessary venues for students to participate in the process of managing the University. Central to this process is student participation in the Senate and Disciplinary Committees.

Students are encouraged to submit suggestions and recommendations for changes in policy through the relevant committees and their own Students' Association.



It is the responsibility of the student to make sure that he meets the required academic standards and that he removes any academic deficiency as quickly as possible. Students who encounter difficulty should confer with their Department Head and Adviser without delay.



## TUTORIAL SUPPORT

The University places importance on student-staff contact outside the normal teaching relationship. In this regard, the University assigns to each student an Adviser. A student can contact his Adviser for assistance on academic and other general matters.

The University assigns the same Adviser to students of the same class. The Adviser is accessible to students to discuss overall performance. After informing the University management,



the Adviser may communicate with the parents of students if he deems this to be necessary.

The Adviser submits to the Head of the Department, at regular intervals, progress reports on students he



advises, including notes on particular areas such as learning problems and absences.

## CAREER GUIDANCE

The University provides students with a special career guidance service to help them take career decisions. The University relies on the student Advisers to remain informed on career options and to be able to discuss with students their concerns and provide advice as appropriate. When needed, the University commissions the services of external organisations to advise students on job search and strategies, resumé preparation, interviewing and other job placement activities.

## ATTENDANCE

Students are required to attend classes regularly and punctually, to carry out satisfactory work set by their lecturers and to take the prescribed examinations.

Absence from examinations and failure to submit assignments when requested to do so, except for the most compelling of reasons for which evidence must be submitted to the lecturer and the Head of Department, may result in a failing grade.

Any student who, during an academic semester, accumulates a total of ten days of absence from classes either without approved leave of absence or adequate justification is referred to the School Council by the Head of Department for consideration of his case. Upon the submission of adequate cause, permission for absence may be granted by the Head of Department.

## PROFESSIONAL EXPERIENCE

Some courses may require that students undertake one or more periods of practical training in industry, commerce or the professions. Progress in the course can partly depend on the standard of work achieved by the student whilst in a practical placement. It is expected of students to observe

with diligence the guidelines relating to practical projects.

## ACADEMIC INTEGRITY

Students enrolled at the Philips University are expected to maintain the highest standards of academic honesty. The Philips University will not condone academic offences in any form. To do so would be unfair to those students who perform honestly. Academic offences undermine the confidence of the student in his ability to learn and perform and casts a shadow on the value of all Philips degrees: present, past and future. Students have a responsibility towards each other to report academic offences to the relevant academic authority.

It is an academic offence for a student following any scheme of study to use unfair means in relation to any method of assessment.

It is an academic offence for a candidate to communicate with any other candidate or to copy from any other candidate's paper in a written examination or, unless explicitly permitted in writing in the instructions for a specific written examination, to introduce any written or printed material into the examination room.

It is an academic offence for a candidate to present any work written by others as his own. In work for which a candidate is allowed access to written or printed material, direct quotations should be so indicated and page references should be made to the source. Where the work of another person is paraphrased or substantially followed this should be indicated with page references to the source, quotations or paraphrases from unpublished work (including that of other students) should be acknowledged in exactly the same way as quotations or paraphrases from published work. Collaboration with others should be acknowledged and its precise extent described.

Active collaboration with a person committing an academic offence shall itself constitute an academic offence.

In submitting any dissertation or thesis as part of the work to be assessed for a degree, candidates shall sign a statement that they have fully acknowledged any assistance from, or use of the work of others.

Project or other work which forms part of an examination must be submitted by the required date; otherwise, the student's examination results shall be adversely affected.

## Sanctions

Any student found guilty of an academic offence (cheating, plagiarism, fraud etc.) shall, for the first offence receive an «F» in the course. For a second offence a student shall be suspended from the University for the remainder of the semester or alternatively for one or two semesters. Readmission shall be contingent upon the approval of the relevant School Council.

## Procedure

When a student is charged with an academic offence, his Head of Department will send a letter to the student stating the formal charge and the sanctions to be imposed. The letter will also contain a five day deadline for the student to file an appeal with the Disciplinary Appeals Committee if he so wishes.

## Semester credits and other Requirements

The normal credit load for a full-time undergraduate student is **60 ECTS per year**. ECTS is based on the principle that 60 credits approximately measure the workload of a full-time student during one academic year. **No student may extend his studies at the University for more than six years or twelve semesters.**

**Student status shall be determined by the number of ECTS per semester. A full-time student is one who registers for 30 or more credits and a part-time student is one who registers for less than 30 ECTS.** The only exception to this regulation will be those students who in the final semester before graduation need less than 30 ECTS to graduate. These will be considered as full-time students. **A full-time student may not extend his period of study for the degree by more than four years or eight semesters.**

An undergraduate student is classified as follows:

<b>FRESHMAN</b>	0 to 60 ECTS
<b>SOPHOMORE</b>	61 to 120 ECTS
<b>JUNIOR</b>	121 to 180 ECTS
<b>SENIOR</b>	181 ECTS OR MORE TO GRADUATION



## SOCIAL AND SPORTING ACTIVITIES

The University places great importance on the emotional and social maturity of students believing that students should be provided with ample opportunities to develop such attributes.



All students are encouraged to participate actively in sports and related physical education activities. This approach rests on the strong belief that such activities help students develop a better sense of team-play and competition. Social relationships are thus developed through play and interaction.

To help students fulfill the above objectives, the University encourages them to use the available sports facilities either to exercise on their own or to train in a more formal way as members of the University teams which participate in various national tournaments. Physical education activities are guided by



qualified staff. On several occasions Philips sports teams competed in Europe against other National champions. In pursuit of its philosophy the University encourages students to participate in a variety of social and other creative extra-curricular activities which aim to



help them develop their overall personality. Such activities cover, amongst others, music, dancing, theatre and shows. All these activities culminate in a public show at the end of the spring semester which is open to the community.



Social activities with a more direct educational component are also encouraged. These include the organisation of lectures and presentations by outside speakers at the invitation of students. Panel discussions and debates feature strongly in these kind of activities. Students participate actively in debates either as individuals or as members of teams.

All such activities are spearheaded by the representatives of the students under the guidance of staff members



## OTHER ACTIVITIES

Students are encouraged to use their initiative and to develop relationships with organisations outside the University. In this way, they contribute in a wider sense and do not limit their

contribution to the University community only. Such relationships span social welfare organisations and other related bodies. During national celebrations students participate actively with non-University bodies to make such activities a success.

with experience and interest in such activities. Orientation programmes are set up for new students to help them adjust to the academic and social life of the University. Such programmes, though developed by the University, rely heavily on the participation

of third - and fourth - year students who act as guides to younger students helping them adjust as quickly as possible. This approach rests on the belief that peer support is critical to speedy adjustment.

Students are also encouraged to involve themselves in writing and publication. In this regard they publish their own paper and contribute articles to the University journal. They also contribute articles to outside publications.

## TRANSCRIPTS

Transcripts are provided by the Registrar's office, and are issued only upon the written request of the student at least three weeks prior to the date required. Students collecting transcripts must present a valid identification. No transcript will be issued if the student has an outstanding debt to the University. All grades, disciplinary actions, academic suspension and degrees awarded are included on the transcript.

An official transcript carries the University Seal and an authorised signature. Official transcripts are usually mailed directly to educational institutions and employers. A student may obtain a transcript for his or her personal use that does not carry the Seal and signature. Partial transcripts are not issued; each transcript must include the student's complete record at the Philips University.

A student wishing to receive a transcript while the semester is still in progress may do so by completing a written application. Such transcript will include the subjects completed in the previous semester.

Upon completion of the current semester's work the student may desire to send a follow-up transcript to include those subjects not covered in the original transcript. This follow-up transcript is called a "supplementary transcript" and is mailed free of charge. A request for a supplementary transcript

must be made at the same time as the initial request by submitting two separate application forms. There is a charge for each original transcript issued. No transcripts can be issued until the student settles all his financial obligations to the University.

A transcript of work completed at any secondary school or at any University other than the Philips University must be obtained directly from that institution.



# Examination Policy



Examinations are normally held in the University Examination Hall and are invigilated by members of the academic staff. Guidelines for invigilators are issued periodically. Assistance is given to the academic staff by the secretarial staff and by the Faculty Office which provides the stationery and other examination requisites. The Faculty operates a policy of anonymous marking of examination scripts. Students are thus required to enter on their examination scripts their University identity number rather than their names. They are also required to complete an attendance slip as a check against absent students, loss of scripts of fraud.

## ASSESSMENT

As a general rule each subject has a minimum of 70% attributable to the end of semester examinations for all the programmes. A maximum of 30% is attributable to continuous assessment of coursework during the semester based primarily on class participation, tests and quizzes, assignments, attendance, oral presentation and workshops. Depending on the nature of the course the lecturer may select, at his discretion and on the approval of his Departmental Head, assessment methods which he judges to be the most appropriate for the course.

Each Department is responsible for notifying students of the assessment requirements for each course offered. This, however, does not absolve the student from the responsibility of apprising himself of the assessment requirements by referring to the relevant publications.

Students who fail to submit coursework by the due date, and who do not have an extension or certified mitigating circumstances, fail in that piece of work. Departments normally permit a student to resubmit one piece of coursework per subject. Coursework may also take the form of short tests which are held under examination conditions. Coursework is normally marked and returned to students within one week.

## STANDARD PRACTICES WITH RESPECT TO ILLNESS

Illness may constitute an acceptable reason for not sitting an examination. A student who misses an examination because of illness should so inform his lecturer and provide a medical certificate documenting the precise period of absence and the nature of the illness. Where circumstances warrant special consideration, the lecturer may submit an INC grade or passing mark based solely on term work, or arrange for a deferred examination.

A student who becomes ill during an examination and is unable to continue should ensure, before leaving the site of the examination, that the officer in charge is notified of the situation. In addition, the student should notify the course lecturer and the Head of Department and furnish proper medical documentation as soon as possible thereafter.

If a student completes an examination, despite being ill, the grade obtained in the course must normally stand. Subsequent appeals on the grounds of illness may be considered if accompanied by proper medical documentation and submitted within five working days after the examination to the course lecturer and to the Registrar's Office as required by faculty regulations. The student's Department or Faculty may take such illness into consideration and may alter academic decisions regarding the student's eligibility to continue in the programme of study. However, the grade on the student's official record may not normally be altered.

## TIMING

Final examinations are written during the periods specified in the Calendar. A final timetable is prepared, circulated and posted approximately four weeks prior to the examination period.

A student requesting an alternative time for a final examination is granted such request in exceptional circumstances only and with the consent of the Head of Department and the lecturer of the course. Such circumstances include illness (with medical certificate) or other mitigating circumstances outside the control of the student. Elective arrangements, such as travel plans are not considered acceptable grounds for granting an alternative examination time.

This policy may also be applied at the discretion of the Head of Department and the instructor, to tests and examinations other than final examinations.

## MARKING SCHEME AND ASSESSMENT POLICY

### Grades

The work of each student in a course is graded with one of the following grades: A, B+, B, B-, C+, C, C-, D or F. The lowest satisfactory grade for which the student receives credit is D. Students who have not completed the necessary requirements for a point average (G.P.A.). The symbol "INC" (Incomplete) indicates that an examination was not taken, or that part of class work was not completed.

Students are given this grade only when a small part of the semester's work is incomplete and when the student is able to present to the lecturer satisfactory reasons for not completing the work within the usual time. It is expected that this work will be completed within the following semester.

Student and lecturer should meet as soon as possible to agree on a plan aimed at removing an incomplete grade. An "INC" grade cannot be changed after one calendar year elapses.

The mark "AU" denotes that a student has registered to audit a course. Students may audit, without credit, any course subject on the basis of space availability and departmental approval. Grades are given

at the end of the course are final and may not be changed by submission of additional work.

A student who finds it necessary to withdraw from the Philips University is required to consult with the Departmental Head. The date of withdrawal from the University and the symbol "NC" for each course are recorded on the permanent transcript.

### The grading system is:

Grade	Description	Quality Points
85 - 100 %	Pass	4,00
80 - 84 %	Pass	3,60
75 - 79 %	Pass	3,30
70 - 74 %	Pass	3,00
65 - 69 %	Pass	2,60
60 - 64 %	Pass	2,30
55 - 59 %	Pass	2,00
50 - 54 %	Pass	1,00
Below - 50 %	Fail	None
Incomplete	No credits (NC)	None
Withdrawal	NC	None
Auditor (Listener)	NC	None

The assessment procedure is as follows:

- The pass mark in all subjects shall be 50%.
- As a general rule each subject shall have a weight of 70% attributable to the end of semester examinations and 30% to continuous assessment unless the program states otherwise.

(i) A student who fails up to half of the subjects taken may attend a subject for which the subject failed constitutes a prerequisite, but no credits may be granted to the student for the subject failed prior to achieving a passing mark on a resit examination of the failed subject even if the student passes the advanced subject.

(ii) A student who fails more than half of the subjects taken is referred by the Head of Department to the Academic Committee for consideration of his case. The Academic Committee, at its discretion, may adopt any one of the following options:

- (a) place the student on probation but allow him to continue to the next semester
- (b) ask the student to repeat the semester
- (c) ask the student to withdraw from the University.

### Compensation

1. A student who scores below 50% but not below 40% in one subject in any semester may nevertheless

pass the subject by compensation provided that his overall performance merits the pass.

2. The project in Years III and IV must be passed independently of other subjects and may not be used as compensation for a subject failed.
3. The compensation mechanism does not operate where a student is required to resit one or more papers. Compensation may not be carried forward to resit examinations.
4. A candidate who scores less than 50% but not less than 40% in the project may, at the sole discretion of the examiners, present a revised project for consideration at the Autumn Examination in the University on or before a date to be stipulated by the School Council.
5. A candidate who scores less than 50% in the Project and does not benefit from a discretionary recommendation issued by the examiners may submit a new project not later than two years after the submission date of the original project.
6. In the case of a revised project being presented for consideration in the Autumn Examination in the same year, the examiners may, at their discretion, decide not to call the candidate for a viva-voce examination.

### Resits

1. Where a student does not pass by compensation, he will be allowed to resit the subjects failed on one or more examination occasions.
2. An average mark of 50% must be attained in all resit subjects.
3. A student who successfully passes a failed subject is credited with the mark earned in the resit examination.
4. A student who fails to achieve a minimum of 50% in a subject assessed solely by coursework will be referred in the subject. The School Council will offer the student the opportunity of completing the subject by examination, or through additional coursework.
5. Where a student wishes to improve his grade he will be allowed to receive the subject on one further sitting.

### Project

- 1.(i) In Year IV, when a candidate has satisfied the examiners in all subjects, but has not yet met the stipulated criteria in relation to a compulsory project, the School Council shall deem the student's results deferred pending satisfactory completion of the project.
2. The project must be passed on the second attempt.

## APPEALS PROCEDURE

Students have the right of appeal against their results, within 5 days of the publication of the results. Appeals must be made in writing to the Departmental Chairperson.

The grade appeal procedure is itemized below and should be followed in all instances making sure each step is fully exhausted before going on to the next one.

- Step 1** The lecturer should be contacted to discuss the grade disparity and every effort should be made to resolve the problem at this level.
- Step 2** The student must appeal in writing to the Dean of the relevant School, noting specific objections to the grade received. After consultation with the lecturer concerned, the Dean will decide accordingly and may refer the case to the Appeals Committee.
- Step 3** An Appeals Committee will be appointed to mediate in the dispute. The Committee will review both the written and oral arguments of the case. The committee will consist of:
- (i) one Administrative Officer of the programme;
  - (ii) one Faculty member who teaches on the programme; and
  - (iii) one student who is currently enrolled in the programme.



- Step 4** The student and lecturer will be informed of the Committee's decision and, bearing written objections by either party, the recommendation of the Committee will be accepted.

# The Students' association

The Students' Association to which all students automatically belong, is run by and for the students. It exists to promote the social, cultural, academic and athletic life of the student body. The Association aims to represent the views of the students both inside and outside the University. Its officers sit on the University Council, the Academic Committee, the



University Disciplinary Committee and on most University Committees. The President of the Students' Association has the right of access to the Vice - Rector at any convenient time for discussion of student affairs.



## STUDENT ACTIVITIES

A variety of opportunities is provided for students in physical, social, cultural and other spare time interests. Clubs and Societies are formed according to the students' interests and their functions are coordinated by the Student Activities Office.

## THE FRIENDS OF THE PHILIPS University ASSOCIATION

The Friends of the Philips University Association has been established through the initiative of friends and former students of the University under a constitution which provides for annual election of officers.

The Association has four main objectives:

- to promote the general interest of persons related to the University;
- to secure financial support for specific University programmes;
- to enhance the cultural life of the University;
- to act as a link between the University and the environment.

The Association is represented on all major Committees of the University.



*Academic Calendar*



# Academic Calendar 2026-2027

## AUTUMN SEMESTER:

Wednesday, 2 September 2026 - Friday, 29 January 2027

### SEPTEMBER 2026

Wednesday	2– Friday	4	Repeat/Deferred Examinations
Wednesday		9	Induction

### OCTOBER 2026

Thursday		1	Public Holiday – No classes
Monday		5	Registration for all students
Friday		23	Last Day of late registration
Wednesday		28	Public Holiday – No classes
Friday		30	Last day to drop a course without a failing grade

### DECEMBER 2026

Tuesday		22	Classes end at close of academic day for Christmas vacation
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### JANUARY 2027

Thursday		7	Classes resume
Wednesday		13	Classes end at close of academic day for Autumn Semester Examinations

Monday, 18 January – Friday, 29 January Autumn Semester Examinations

**MID – YEAR BREAK**

Monday, 01 February 2027 – Friday, 05 February 2027



## Spring Semester: Monday, 8 February 2027 - Wednesday, 23 June 2027

### FEBRUARY 2027

Monday	8	Classes resume
Wednesday	24	Last day of late registration
Friday	26	Last day to drop a course without a failing grade

### MARCH 2027

Monday	15	Green Monday – No classes
Thursday	25	Public holiday – No classes



### APRIL 2027

Thursday	1	Public holiday – No classes
Friday	23	Classes end at close of academic day for Easter vacation

### MAY 2027

Monday	10	Classes resume
Friday	21	Classes end at close of academic day for Spring Semester Examinations

## Monday, 24 May – Friday, 04 June Spring Semester Examinations

### JUNE 2027

Monday	21	Holly Spirit – No classes
Wednesday	23	<b>Graduation Ceremony</b> for the academic year

**Summer Term: Monday, 07 June 2027 – Friday, 10 September 2027**

**JULY 2027**

Monday 05 Classes begin for Summer Term

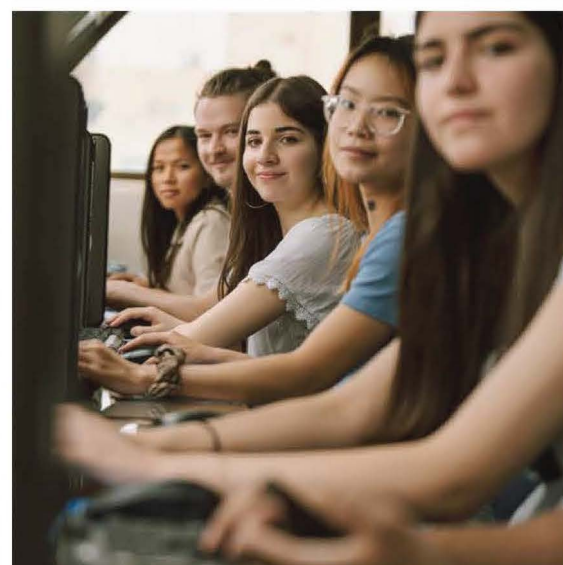
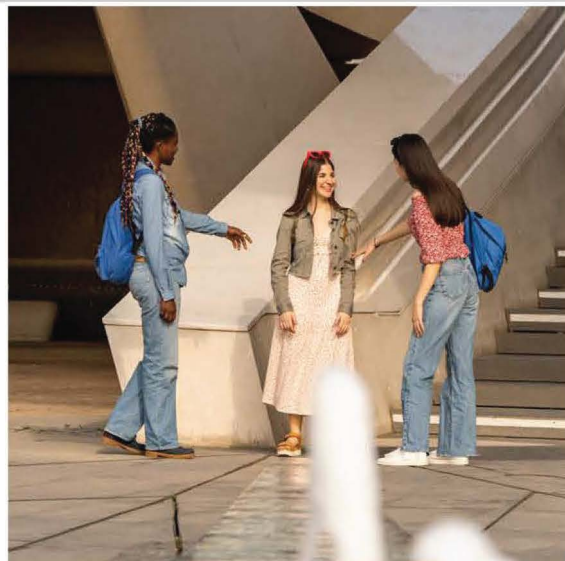
**AUGUST 2027**

Wednesday 25 Classes end at close of summer Term

**SEPTEMBER 2027**

Friday 03 – Friday 10 Summer term examinations

*Variations to the session dates may be approved from time to time by the Senate*



# Our Mission

“To educate, to advance  
knowledge and  
serve the common good,  
by attracting highly  
qualified staff and students  
with outstanding  
academic potential”



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