The Philips College

prospectus 2027

ACADEMIC YEAR **2026-2027**

48 YEARS

of Quality Higher Education

The Philips College



PRINCIPAL
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The **Council of Management**

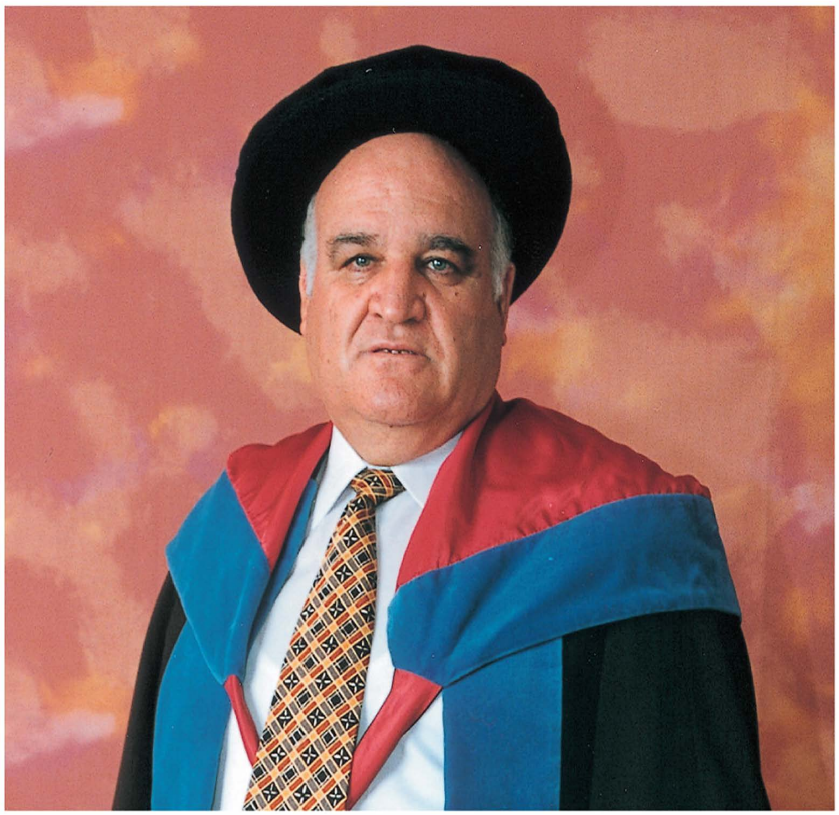
Constantinou Philippos, FCA	Chairperson
Constantinides Adonis, *PhD*	Member
Chrysostomides Eleni, PhD	Member
Prodromou Georgios, MSc	Member
Lambides Demetris, Barrister-at-Law	Secretary

The **College Council**

Constantinou Philippos, FCA	Principal, Chairperson
Eriotis P. Nicolaos, PhD	Member
Lambides Demetris, Barrister-at-Law	Member
Poutos Evangelos, PhD	Representative of the Academic Staff
Teesdale Marita, MSc	Representative of the Academic Staff
The President at the time	The Philips College Students' Association
The Secretary at the time	The Philips College Students' Association

Welcome **to Philips College**

Choosing a College of tertiary education is one of the most important decisions of your life. By choosing the **Philips College**, *you stand to gain much from the rewarding academic and extra-curricular experience that the College provides.*



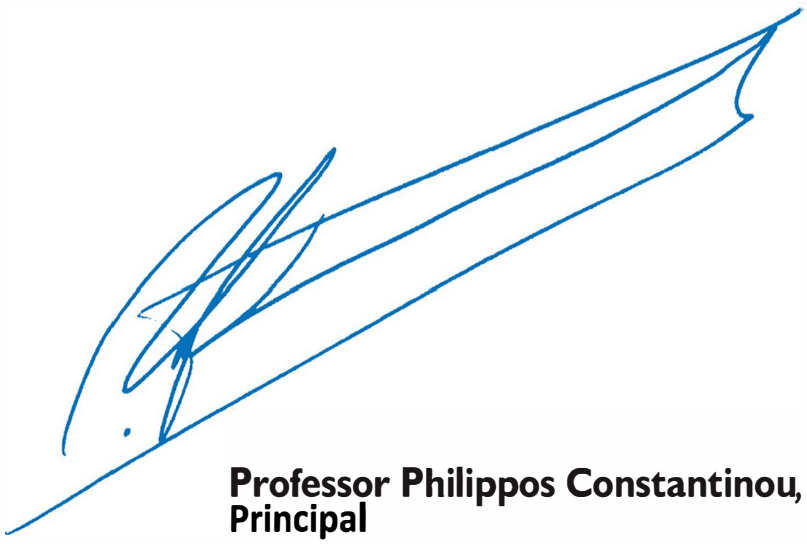
The Philips programmes have proved over time to be well-balanced, meaningful and helpful to students. These are delivered by the College academics and by specialists of industry who serve as visiting lecturers. In addition, the College regularly invites professors, mostly from British universities, to spend short periods of time at the College.

The **Philips College** *prides itself for the quality of the research and scholarship of its academics. Much research has been produced and published by the College in the recent past. In this regard the College collaborates closely with many international universities and research institutions.*

Students also benefit from the College's rich extra-curricular activities. The College offers a wide range of sporting, social and other activities which have proved popular with students.

As a truly European educational institution, the **Philips College** *operates out of modern, state-of-the-art custom-built premises which provide a warm and educationally stimulating environment.*

We, at the **Philips College**, *look forward to welcoming all new students and promise to provide them with all the needed support.*



Professor Philippos Constantinou, FCA
Principal

Academic **Staff**

The Philips academics are well-qualified and bring with them academic and business experience.

The College staff body is currently composed of the following:

- Poutos Evangelos, BA (Acc. & Ec.), MSc (Fin.), PhD (Acc. & Ec.)
  Associate Professor of Accounting & Economics
- Andreou Christos, BSc (Maths), MSc (Maths), PhD (Maths)
  Lecturer in Quantitative Analysis
- Constantinou Soteris, BSc (Comp. Sc.), MSc (IT)
  Lecturer in Information Technology
- Constantinou Despina, BA (Engl. Lang. & Lit.) , MA (Appl. Ling.)
  Lecturer in English Language
- Eriotou Eleftheria, BA (Acc. & Ec.), MSc (Fin.)
  Lecturer in Accounting & Finance
- Kazandjian Avo, BA (Bus. Stud.) , MBA (Bus. Adm.)
  Lecturer in Business Administration
- Bourletidis Demetrios, BA (Acc.), BA (Ec. & Reg. Man.), MBA (Prod. Syst. Man.), PhD (Fin. Models & Acc.)(cand.)
  Lecturer in Management Studies
- Tsilidou Ioanna, BA (Eng. Lang. & Ling.) , MA (Film Stud.)
  Lecturer in English language

The **Founding of the College**

The Philips College is a private, non-sectarian, independent, international institution which offers both undergraduate and graduate programmes of study,The College aims to meet the needs of young men and women preparing for careers in industry, commerce, the professions and the public service. The language of instruction at the Philips College is English.

Early in 1978 the founders of the Philips College, cognizant of the needs of tertiary education in Cyprus, decided to embark on an ambitious plan to further its cause.

The founders envisioned an institution which would achieve the highest possible standards of education. The founders operated in line with the following statement:

"The College will be founded on the principle of providing the highest possible quality education in Cyprus aiming to help those seeking further educational opportunities to meet their potential"

The College's current mission statement reads as follows:

"To provide the highest possible quality education in Cyprus based on the principles set out by the broader European educational and academic fraternity "

The College has established itself as an integral and respected part of the broader Cyprus community. Since its founding the College has enjoyed respect from the community and reciprocated by responding positively and constructively.

The College and its Objectives

The Philips College aims to provide educational services to the people of Cyprus and the international community, and is committed to helping students achieve their potential.

The educational tasks of the Philips College are threefold:

- to provide students with the requisite analytical skills within the fields of existing knowledge;
- to help students apply knowledge to practical situations in a meaningful and tangible way.
- to engender in students positive attitudes.

The College has always strived to excel:

- in teaching and research
- in the application of knowledge to solving practical community problems.

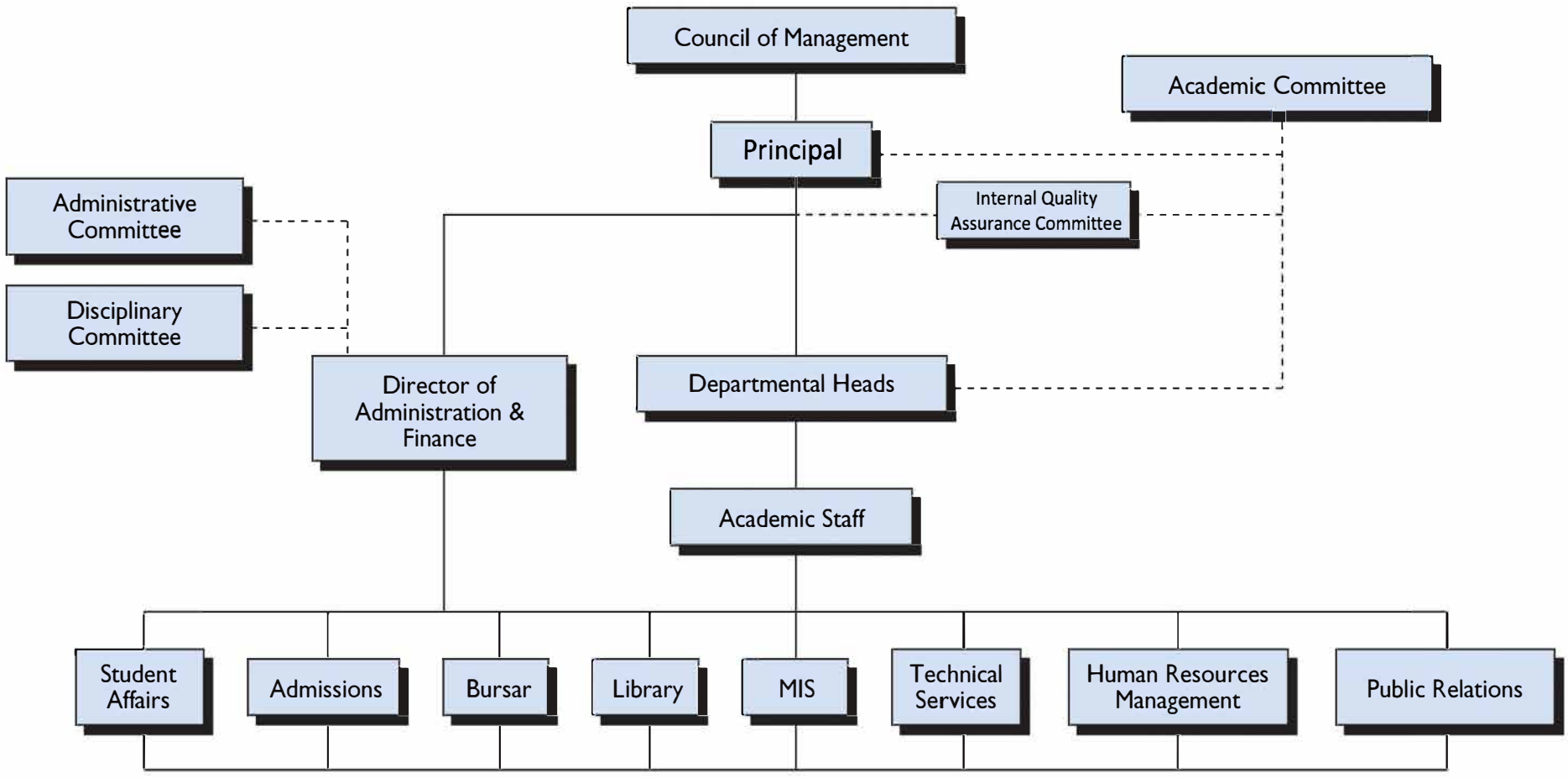
The curricula of the College recognise the need to provide students with a meaningful education that can help students enact constructive roles in society. The College places emphasis on the moral and spiritual context of education and structures its programmes in a way that can help students understand better these issues. The overall educational culture of the College is one which supports learning and encourages students to commit themselves to life-long learning.

The College believes in creating a climate which fosters learning. The College's commitment is not limited to providing educational opportunities for the young; this extends to helping the working professionals as well. The College 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 College is dedicated to applying the most effective methods and programmes of study.

Organisation **& Operation of the College**

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



Control & Operation of the College

THE COUNCIL OF MANAGEMENT

The Council of Management is the supreme body of the College. This body consists of at least five members appointed by the owning organisation every three years, during the first week of September. The Council of Management is vested with the responsibility of managing the College efficiently in accordance with the Law of Tertiary Education 67(1)96-2004. It oversees the viability of the College and meets at least four times a semester. The Council elects a Chairperson and a Secretary amongst its members.

OPERATION OF THE COLLEGE

The College is managed by five main bodies, the membership of which is reviewed annually. These bodies which are vested with the responsibility of the operation of the College are:

- The College Council
- The Academic Committee
- The Administrative Committee
- The Disciplinary Committee
- The Internal Quality Assurance Committee

- **The College Council**

The College Council is an advisory body and consists of:

- the Principal who is the Chairperson;
- two members of the Academic Staff appointed by the faculty;
- two students appointed by the Students' Association;
- at least one member of the Council of Management appointed by the owning organisation.

The College Council advises the Principal and makes recommendations on issues relating to courses of study, matriculation, assessment and graduation, operating regulations and any other matters which are referred to the Council by the Principal. The Council meets under the Chairmanship of the Principal of the College at least three times a year.



The Academic Committee

The Academic Committee deals with all academic matters relating to academic standards, student matriculation and graduation and any other matters which are referred to the Committee by the Principal.

The Academic Committee deals mainly with the following:

- courses of study
- admission requirements and student standing
- teaching methods
- examination procedures and regulations
- methods of assessment
- graduation requirements
- requirements for the awarding of diplomas and certificates
- conditions for granting scholarships and prizes
- questions relating to student extracurricular activities
- student counselling
- curriculum issues
- staff development
- academic development

The Committee consists of the Chairperson, the Heads of Department, two members of the Academic Staff appointed by the faculty and one student member appointed by the Students' Association. The Committee convenes at least twice a semester under the chairmanship of the Principal.

The Administrative Committee

The Administrative Committee deals with all issues relating to the smooth operation of the College.

The Administrative Committee deals mainly with the following:

- student welfare
- sports
- excursions
- societies
- cultural activities
- academic calendar
- prospectuses
- student guide
- student journal
- use of premises
- use of parking
- use of library
- use of computers
- use of office equipment
- student accommodation
- academic dress
- safety and security
- student information

The Administrative Committee consists of the Principal, or in his absence the Deputy Principal, and another member of staff appointed by the Council of Management, two representatives of the Academic Staff and the President of the Students' Association. The Committee is chaired by the Principal and meets at least three times a semester.

The Disciplinary Committee

The Disciplinary Committee deals with all issues of student discipline.

The Disciplinary Committee consists of the chairperson and another member of staff appointed by the Council of Management; two members appointed by the Academic Staff and one student member appointed by the Students' Association.

The Committee elects a Chairperson and a Secretary from amongst its members.

The Internal Quality Assurance Committee

The Internal Quality Assurance at Philips College is carried out in accordance with the European standards and Quality Assurance in the European Area (ESG) and the relevant legislation.
The Internal Quality Assurance Committee has the overall control and supervision of the quality assurance system of the College.
The Committee has the following composition:

- Principal, Chairperson
- Two members representatives of the Academic staff
- One member specializing on issues of quality assurance
- The President at the time Philips Collegee students' Association

The Committee convenes at least one per semester under the Chairmanship of the Principal.

List **of Courses**

The Philips College is a dynamic institution offering exciting programmes at degree, diploma and certificate level.

I. The following programmes of study have been accredited by the Cyprus Agency of Quality Assurance and Accreditation in Higher Education.

. Professional Accountancy with specialization either in (a) Accountancy or (b) Finance (4 Years, Bachelor of Arts)

. Business Studies (2 years, Diploma)

. English Language Foundation (1 year)

Awards & Learning Methods

LIST OF AWARDS

The College grants the following awards:

- Honours Degree
- Ordinary Degree
- Higher Diploma
- Diploma
- Certificate

TEACHING-LEARNING METHODS

The primary teaching modes are the following:

- lectures
- seminars
- tutorials
- case studies
- projects

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 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 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 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 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

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:

- 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.

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.)*.

3,60 to 4,00 :	**First Class**
3,00 to 3,59 :	**Second Class, 1st Division**
2,60 to 2, 99:	**Second Class, 2nd Division**
2,00 to 2,59 :	**Third Class**

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 in each semester.

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 they:

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

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* 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.

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 2:1is initially applied to instigate the validation process.

THREE - YEAR PROGRAMME

Higher Diploma

On graduation, candidates for a Higher Diploma must have:

- completed successfully all the prescribed course work of the examination syllabus;
- achieved the minimum required credits of prescribed course work **as required by each programme of studies.** As a general rule, all students must successfully complete a minimum of 180 ECTS.

TWO - YEAR PROGRAMME

Diploma

On graduation, candidates for the Diploma must have:

- completed successfully all the prescribed course work of the examination syllabus;
- achieved a minimum of 120 ECTS.

ONE - YEAR PROGRAMME

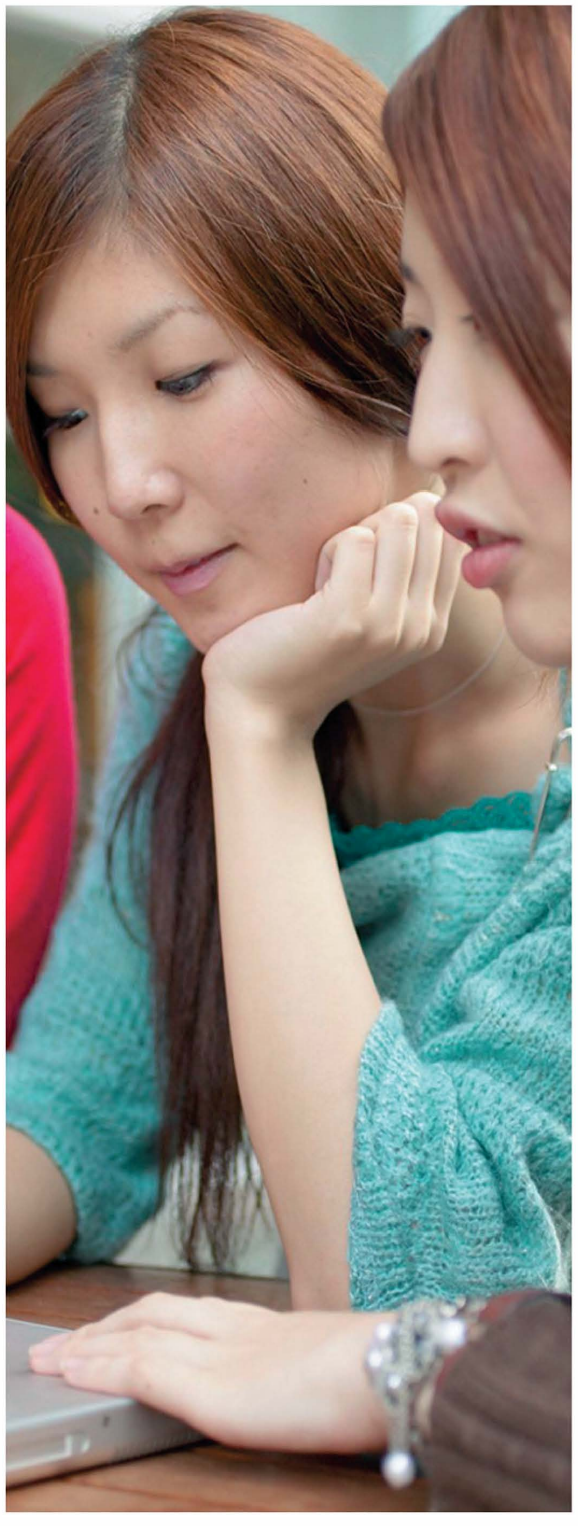
Certificate

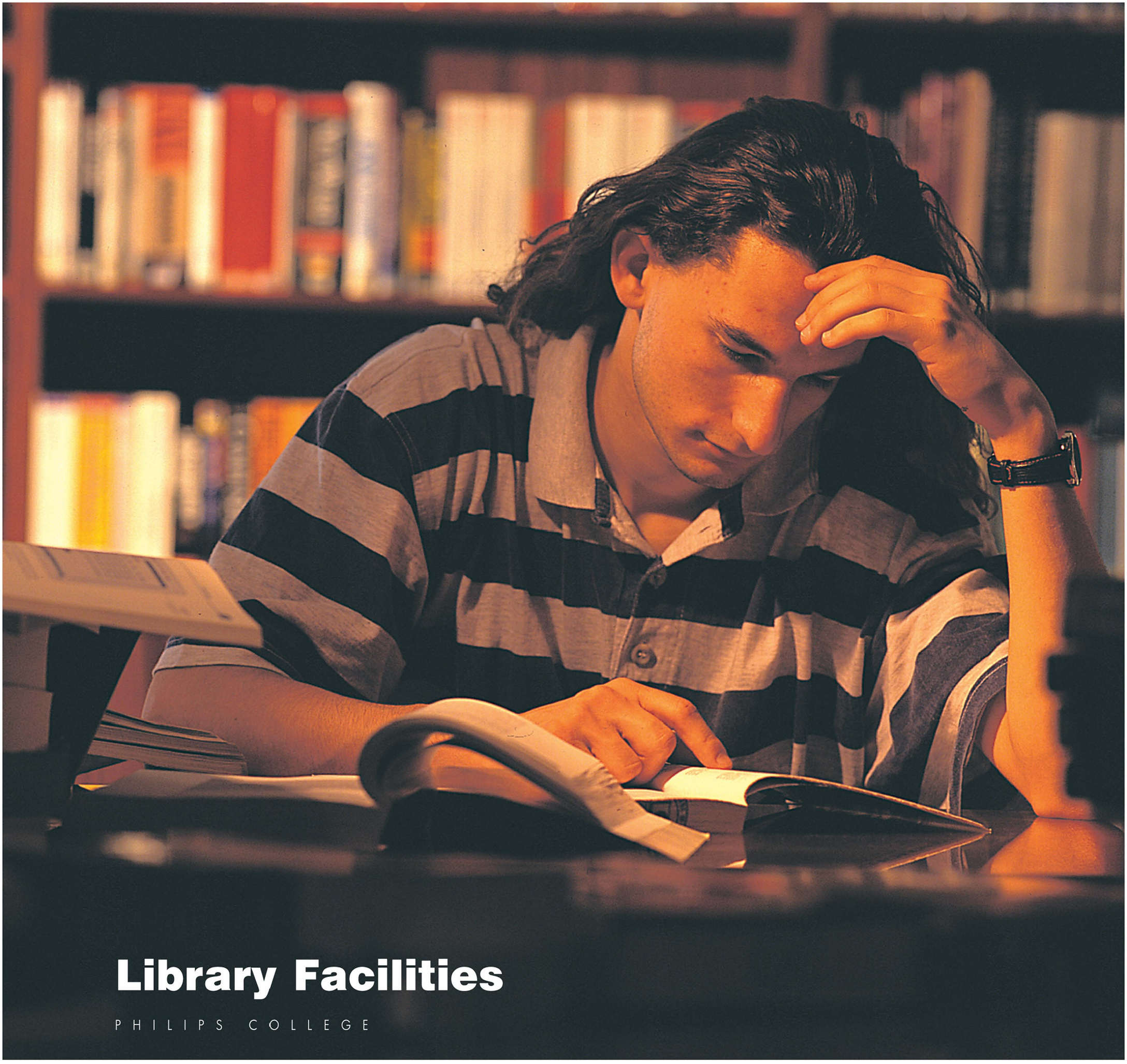
On graduation, candidates for the Certificate must have:

- completed successfully all the prescribed course work of the examination syllabus;
- achieved a minimum of 60 ECTS of prescribed courses.

SOCRATES / ERASMUS+ PROGRAMME

The Philips College participates in the Socrates/Erasmus+ Programme, which among other activities, promotes European Union student exchanges. It also impliments 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

PHILIPS COLLEGE

Library **Facilities**



The Philips College Library plays an active and progressive role in the educational endeavour of the College 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 College 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 is 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 College Library contains a satisfactory number of volumes of books and periodicals and many other documents. The library receives many periodicals and serial 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.

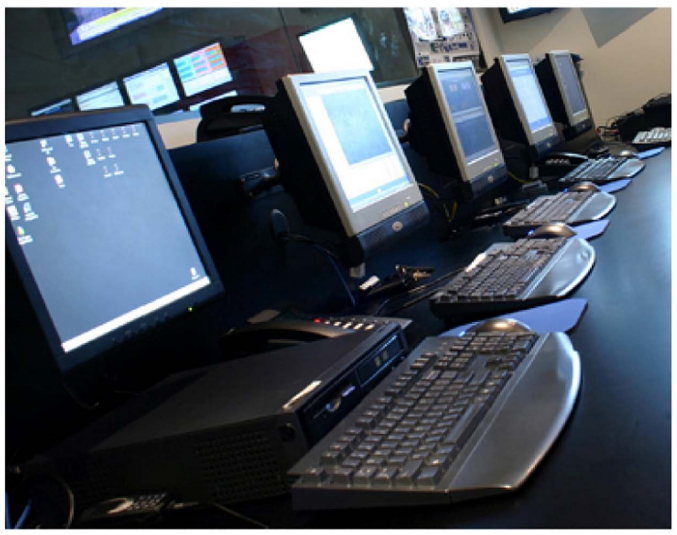
- Library support facilities include personal computers, photocopiers and telephones.

for research & study needs


Information Technology Facilities
PHILIPS COLLEGE

Information Technology **Facilities**

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



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

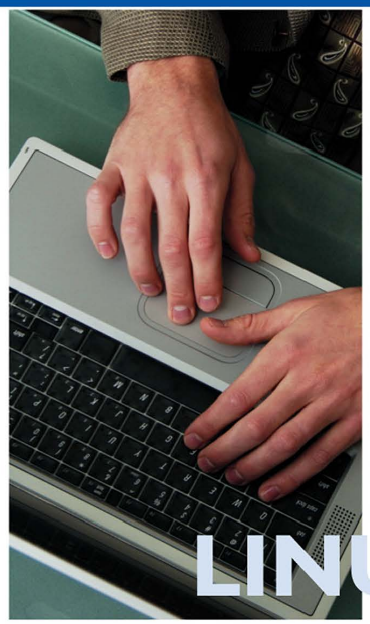
Information Technology plays an important part in all aspects of the College's day today activities: in teaching, research and administration.

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

The Philips College Information Technology Centre

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





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 College 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), Password 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 College 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)
Passport Skills Plus Test (4.00)
Anglia Examinations, Pearson PTE Academic (43), Michigan Language Assessment ECCE (4.00)

Admission to post graduate courses requires :

- a good honours degree or equivalent from a recognised University or College
or
- a completed professional qualification obtained by examination and considered to be equivalent to a degree.

TRANSFER STUDENTS

Students who have followed part of a university course elsewhere and wish to transfer to a degree course at the Philips College must submit an application and supporting documents, an offiicial 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 requirments:

(i) Transfer from one course of Philips to another

- has completed successfully any course at the Philips College.
- holds the Associate Degree or Diploma of the Philips College.

It is understood that students holding these qualifications are entitled to join the Philips BA/BSc degree programmes and are exempted from at least 120 ECTS provided the programme to which they wish to transfer falls within the same discipline as the Associate Degree/Diploma which the students hold.

In cases where students wish to register on a different discipline from the one in which they hold an Associate Degree/Diploma the 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 undergaraduate course to another

(ii) Transfer from other institutions

- has completed at other acredited institutions of higher learning courses,

  of similar standard to those offered at Philips;
- holds an approved degree (BA,BSc etc.) or equivalent professional qualificaion;
- holds a Higher National Diploma (HND) or equivalent professional qualificaion.

RE-ADMISSION OF FORMER STUDENTS

A student who previously attended the Philips College 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 College may seek reinstatement after the period of interruption lapses. The period of interruption is determined by the appropriate committees. Reinstatement requires the approval of the Academic or Disciplinary Committee of the College as the case may be.

A student who, upon the recommendation of the Disciplinary Committee, is dismissed from the College 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 to complete any special requirements which may be imposed upon them.

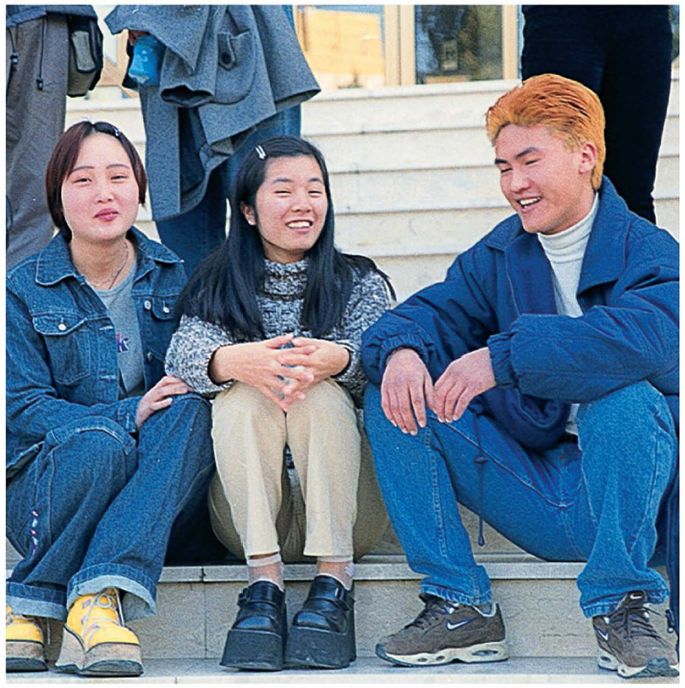
APPLICATION PROCEDURES

Applications for admission must be made using the appropriate application form obtainable from the Admissions Office, The Philips College, 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 College entrance examination scores.



International Students

The Philips College 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)
- photocopies of front page of passport
- two letters of recommendation concerning the applicants character and academic potential. These could be mailed directly to the admission office. Such letters may written by former teachers or employers who know the applicant well as a person and/or as student;
- a bank declaration stating that the applicant can meet his financial obligation.

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 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 College 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 College;
- educational qualifications and sussessful 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 College.

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

Students cease to be matriculated at the College when they:
– notify the College in writing of their intention to withdraw from the College, or in the absence of such notification, are deemed by the College to have withdrawn;

or

– are required by the College to discontinue their studies;

or

– are granted a Degree, Diploma or other academic distinction by the College.

The registration of students, admitted to programmes of study leading to a Degree, Diploma, Certificate, or other academic qualification shall take place on such dates and in such manner as may be specified by the College.

Students shall not be permitted to register for a new semester or session if they are in debt to the College and have not made alternative arrangements acceptable to the College.
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, he has not provided the College with satisfactory evidence that any remaining fees applicable to the semester will subsequently be paid in full.

Placement Tests

All new students, at the discreation of the Head of Department, are required to take standardised placement tests. These are administered by the College 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 College is required to consult with the Head of Department. The date of withdrawal from the College and the symbol "NC" (no credit) for each course are recorded on the student's transcript of record. Students who withdraw from the College without first consulting the Head of Department will not be granted honourable dismissal.

Tuition **Fees**

The College 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 College authorities must be satisfied that a student's fees will be met throughout the duration of his programme of studies at the Philips College.

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 College's policy regarding tuition.

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

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

FULL-TIME STUDENTS

The tuition fees for the academic year 2026 - 2027 for home students and overseas students have been fixed as follows:	€
Professional Accountancy (4 years, Bachelor of Arts)	6.500
Business Studies (2 years, Diploma)	6.500
English Language Foundation Programme (1 year)	6.500
Registration Fees (Annually)	85
Late enrolment fees	43
Student's subscription fees	17
Transcript fees per copy	51
Re-entry fees for examination per semester per year	17-43
Appeal fees	43



Tuition fees are normally payable at the beginning of each semester. **It is the general policy of the College not to refund tuition fees.** In exceptional cases of compassion, for example debilitating illness, the College 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 College 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 €598 per subject for undergraduate studies and €768 per subject for postgraduate studies.

AUDITORS

Auditors are admitted to certain courses on payment of €512 per subject.

SCHOLARSHIPS

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

Students already at Philips College

- **Number** of scholarships offered. *2 per academic programme*
- **Amount:** Each scholarship is €1000 per year
- **Criteria:** *G.P.A.* 3.60 and above for each year*



- **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.*

Applicants from Secondary Schools

- **Number** of scholarships offered: *2 per academic programme*
- **Amount:** *Each scholarship is €2000*
- **Duration:** *For the first year of study*
- **Criteria:** *All students with minimum Apolytirion score 18/20 or at least two GCE "A" levels excluding Modern Greek.*

PRIZES

The College 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 College are eligible for Special College Awards.

COUNSELLING SERVICE

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

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

The College 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 College 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 College Industrial Projects Service.

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

** The seminars and post graduate sandwich courses are not subject to accreditation by the CYQAA or approval by the Ministry of Education, Sports and Youth.

Students' **rights, privileges & expectations**

RESIDENCE REQUIREMENTS

The College requires that each candidate for the BA or BSc Honours Degree complete a minimum of 60 ECTS in residence.

INTELLECTUAL VALUES

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

The College 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 College. In this regard, the College 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 College.

Students should know that the rules of conduct are humanely enforced to help students, who have voluntarily joined the College, 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 College from time to time. Students are held responsible for apprising themselves of all rules, regulations and policies which affect them.

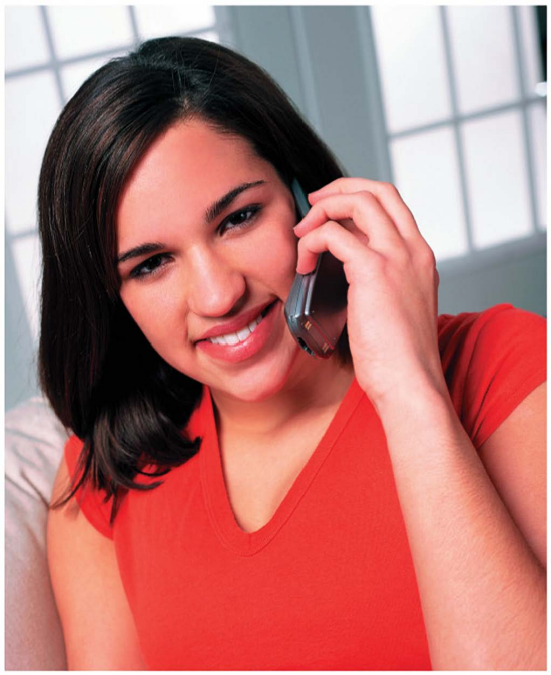
The College is genuinely concerned about the intellectual, spiritual and ethical well-being of its students.

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

The College provides the necessary venues for students to participate in the process of managing the College. Central to this process is student participation in the Administrative, Disciplinary and Academic 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 students to make sure that they meet the required academic standards and that they remove any academic deficiency as quickly as possible. Students who encounter difficulty should confer with their Department Head and Adviser without delay.



TUTORIAL SUPPORT

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

The College assigns the same Adviser to students of the same class. The Adviser is accessible to students to discuss overall performance. After informing the College 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 College provides students with a special career guidance service to help them take career decisions. The College 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 College 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 Academic Committee 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 College are expected to maintain the highest standards of academic honesty. The Philips College 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 explicity 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 College for the remainder of the semester or alternatively for one or two semesters. Readmission shall be contingent upon the approval of the Academic Committee.

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.

Probation and Warning

Students failing to meet the academic standards established by the College, that is, students who fail to maintain a cumulative grade point average of 1,70 or better at the end of a semester, shall be placed on probation. A student will be removed from probation if both the cumulative and semester averages are 1,70 or higher.

The probationary period provides students with the opportunity to correct deficiencies. Such a period may last for no more than two consecutive semesters. Failure to achieve the required standard by the end of the probationary period will disqualify the student from earning a degree but does not disqualify him from earning non-degree awards e.g. certificate or diploma.

If at the end of the first probationary semester, the student fails to lift his probationary status, a notice will be sent by the Academic Committee to the student, his Adviser and his Departmental Head stating that the student has been placed on probation for a second consecutive semester and that:

he will be disqualified from earning a degree unless he lifts this probation, or be suspended from the College or be dismissed from the College.

Students who are dismissed may not apply for readmission.

Students who are suspended from the College may apply for readmission under the special conditions described earlier under the heading of "Readmission of Former Students".

Students placed on probation are neither allowed to represent the College in extracurricular activities, nor to participate actively in teams, clubs, plays, committees or competitions. They may not be nominated for office in the Students' Association.

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 Philips College for more than four years or eight semesters.

Student status shall be determined by the number of ECTS per semester. A full-time student is one who registers for 25 or more credits and a part-time student is one who registers for less than 25 ECTS.The only exception to this regulation will be those students who in the final semester before graduation need less than 25 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:

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

SOCIAL AND SPORTING ACTIVITIES

The College 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 College encourages them to use the available sports facilities either to play on their own or to train in a more formal way as members of the College 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 College 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 College. In this way, they contribute in a wider sense and do not limit their contribution to the College community only. Such relationships span social welfare organisations and other related bodies. During national celebrations students participate actively with non-College 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 College. Such programmes, though developed by the College, 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 College journal. They also contribute articles to outside publications.

TRANSCRIPTS

Transcripts are provided by the Registar'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 College. All grades, disciplinary actions, academic suspension and degrees awarded are included on the transcript.

An official transcript carries the College 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 College.

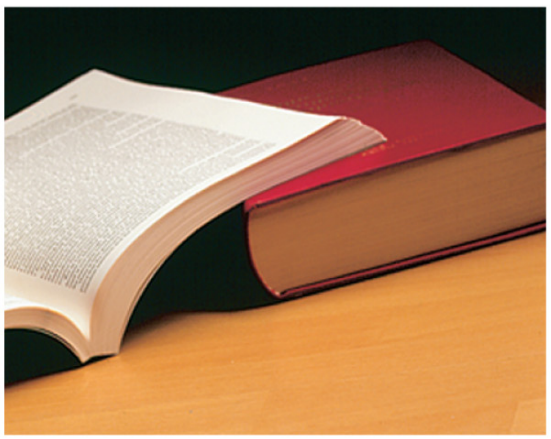
A student wishing to receive a transcript while the semester is still in progress may do so by completing a written application.Such transcript will include the subjects completed in the previous semester.

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 seperate 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 College.

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



Examination **Policy**



Examinations are normally held in the College Examination Hall and are invigilated by members of the academic staff. Guidelines for invigilators are issued periodicaly. 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 College identity number rather than their names. They are also required to complete an attendance slip as a check against absent students, loss of scripts or fraud.

ASSESSMENT

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 primarly 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 College is required to consult with the Departmental Head. The date of withdrawal from the College and the symbol "NC" for each course are recorded on the permanent transcript.

The grading system is:

Grade		Description	Quality Points
A	75 - 100%	Pass	4,00
B+	70 - 74 %	Pass	3,60
B	65 - 69 %	Pass	3,30
B-	60 - 64 %	Pass	3,00
C+	55 - 59 %	Pass	2,60
C	50 - 54 %	Pass	2,30
C-	45 - 49 %	Pass	2,00
D	40 - 44 %	Pass	1,00
F	Below 40 %	Fail	None
INC	Incomplete	No credits (NC)	None
W	Withrawal	NC	None
AU	Auditor (Listener)	NC	None

The assessment procedure is as follows:

– The pass mark in all subjects shall be 40%.

– Each subject shall have a weight of 70% attributable to the end of semester examinations and 30% to continuous assessment.

(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 College.

Compensation

1. A student who scores below 40% but not below 30% 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 40% but not less than 30% in the project may, at the sole discretion of the examiners, present a revised project for consideration at the Autumn Examination in the College on or before a date to be stipulated by the Academic Committee.
5. A candidate who scores less than 40% 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 40% must be attained in all resit subjects.
3. A student who successfullly passes a failed subject is credited with the mark earned in the resit examination.
4. A student who fails to achieve a minimum of 40% in a subject assessed solely by coursework will be referred in the subject. The Academic Committee 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 Academic Committee 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 Principal.

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 Principal, noting specific objections to the grade received. After consultation with the lecturer concerned, the Principal 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, barring 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 College. Its officers sit on the College Council, the Academic Committee, the College Disciplinary Committee and on most College Committees.

The President of the Students' Association has the right of access to the Principal at any convenient time for discussion of student affairs.





interests

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 COLLEGE ASSOCIATION

The Friends of the Philips College Association has been established through the initiative of friends and former students of the College 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 College;
- to secure financial support for specific College programmes;
- to enhance the cultural life of the College;
- to act as a link between the College and the environment.

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



economics & management



Department **of Accounting & Finance**

The following courses fall within the Department of Accounting & Finance. The department has a long history of providing accounting courses leading to academic qualifications.

Accountancy qualifications are primarily designed to help the business community meet its obligations to keep accurate accounting records and make sound financial decisions. The authors recognised that academic courses offered at the College should prepare students to meet the practical needs of industry and the professions.

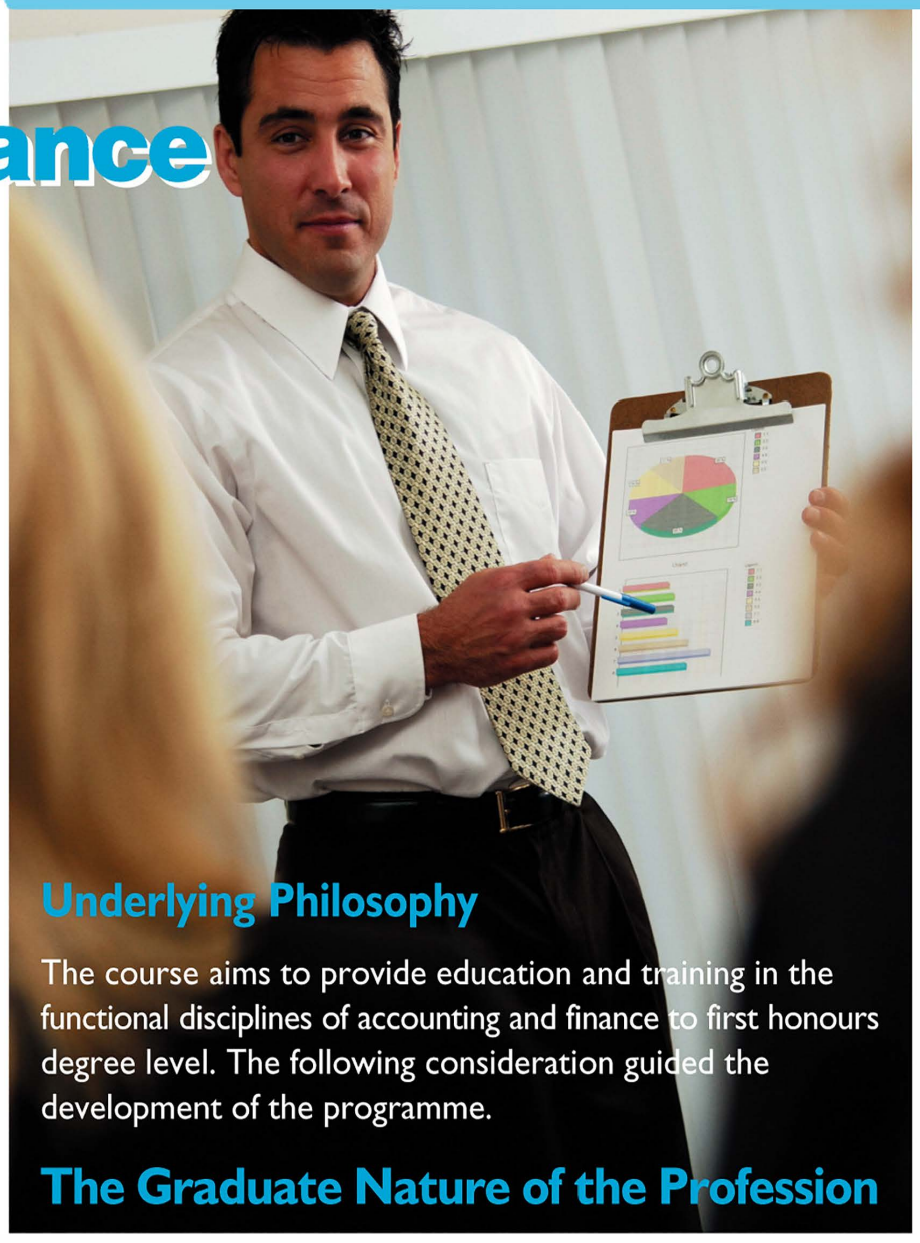
BA DEGREE IN PROFESSIONAL ACCOUNTANCY

A four-year (or an eight-semester) full-time course of study leading to the award of BA in Professional Accountancy with specialization in Accountancy or Finance.
The course aims to provide:

- quality education at first degree level in accounting, finance and related disciplines;
- an opportunity to obtain knowledge and expertise in accounting and finance which will underwrite a student's professional progress;

The programme also aims to develop in students:

- an understanding of the concepts and analytical skills needed to study, report and analyse business activities effectively;
- a capacity for clear thought, critical appraisal and sound judgement in evaluating accounting situations and problems.



Underlying Philosophy

The course aims to provide education and training in the functional disciplines of accounting and finance to first honours degree level. The following consideration guided the development of the programme.

The Graduate Nature of the Profession

Of late, the accountancy profession has become more and more graduate orientated. No discrimination exists currently between graduates of different disciplines entering the profession except with regards to the number of exemptions granted from their examinations by the Chartered Accountancy Bodies. The number of exemptions a particular degree attracts depends on:

- the subject content;
- the quality of the degree; and
- the exemption policies of the particular exempting body.

The Concept and Character of the Programme

The programme views accountants as persons who are central to the planning, reporting and controlling of activities within companies. As communicators, they generate and disseminate financial information which is pertinent to these activities. As managers, they are called upon to use an array of skills, knowledge and expertise of a high level. These attributes can be developed effectively in an educational environment, and applied through the route of work experience.

The intellectual and personal development of students is of at least equal importance to the acquisition of the relevant knowledge and skills. This enables students to advance their careers in a rapidly changing economic, technological and social environment.

The programme provides the means through which acquisition of knowledge and skills can be combined with ability to relate theory to practice, to adopt an enquiring and creative approach, and to exercise self-judgement and critical awareness. These are the characteristics of an Honours degree course, which make substantial demands on everyone concerned. The means to achieve these objectives permeate throughout the programme and are facilitated by its structure and mode of operation.

Coursework takes a variety of forms, including the presentation of seminar papers and case studies. Communication and presentation skills are developed through assignments, in particular the project report in Year 3 which requires the preparation of a significant piece of individual work. Inter-personal skills are developed through group work and assignments.

Analytical and problem-solving skills are central to subjects such as Management Accounting and Business Finance, where rigorous analysis is required to construct and appraise theoretical models. Fundamental issues in financial reporting are reviewed in Accounting theory which provides a link between theoretical knowledge and practical applications. The enhancement of the ability to conceptualise problems and to evaluate alternative models are particular features of the programme.

All subjects emphasise development, understanding and perception, in addition to the acquisition of relevant technical knowledge and skills.

Duration of Studies

The period of study for full-time students is four academic years (or eight semesters) covering both core and elective subjects.

Graduation Requirements

Students studying towards the BA degree in Accountancy are required to take a minimum of 240 ECTS. One hundred and eighty (180) ECTS must come from core subjects and sixty (60) from electives.

Bachelor Degree

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

- completed all the prescribed work of the examination syllabus;
- achieved the required minimum number of ECTS of prescribed course work by completing successfully all core, and elective subjects, as required by the programme of studies. As a general rule, all students must have
- successfully completed a minimum of 240 ECTS; and
- secured a GPA of at least 2.00 on courses taken successfully during semesters 5 to 8.

BA IN PROFESSIONAL ACCOUNTANCY

FIRST YEAR

SEMESTER 1

CORE		ECTS *[1] (25)
ACF-110	Accounting and Finance I	5
BSM-110	Economics I	5
BSM-112	Business Law I	5
CST-115	Quant. Methods for Acc. & Finance I	5
CST-110	Computer Systems and Internet Technology	5
ELECTIVES One from:		**(5)**
PRL-235	Language Skills in Practice I	5
PSY-112	Introduction to Social Psychology	5

SEMESTER 2

CORE		(25)
ACF-120	Accounting and Finance II	5
BSM-111	Theory and Practice of Management I	5
BSM-120	Economics II	5
BSM-122	Business Law II	5
CST-125	Quant. Methods for Acc. & Finance II	5
ELECTIVES One from:		**(5)**
PRL-245	Language Skills in Practice II	5
CST-126	Fundamentals for Technological Changes	5

SECOND YEAR

SEMESTER 3

CORE		ECTS (25)
ACF-211	Financial Accounting I	5
ACF-215	Company Law I	5
ACF-314	Management Accounting I	5
ACF-315	Corporate Finance I	5
CST-124	Accounting Information Systems	5
ELECTIVES One from:		**(5)**
BSM-121	Theory and Practice of Management II	5
BSM-210	Managerial Economics I	5

SEMESTER 4

CORE		(25)
ACF-221	Financial Accounting II	5
ACF-225	Company Law II	5
ACF-324	Management Accounting II	5
CST-127	Data Visualization	5
ACF-325	Corporate Finance II	5
ELECTIVES One from:		**(5)**
BSM-220	Managerial Economics II	5
BIM-230	Organizational Behaviour	5

THIRD YEAR

SEMESTER 5

General / Core		ECTS (20)
ACF-313	Advanced Financial Accounting I	5
ACF-319	Ethics in Accounting and Finance	5
ACF-330	Financial Institutions and Instruments	5
PRL-352	Research Methods	5
(i) The Professional Accountancy Stream		
Electives	**Either:**	**(10)**
ACF-345	The Accountancy Internship I	10
	Or	
	The following TWO:	**(10)**
ACF-336	Auditing I	5
ACF-337	Taxation I	5
(ii) The Finance Stream		
Electives	**Either:**	**(10)**
ACF-355	The Finance Internship I	10
	Or	
	The following TWO:	**(10)**
ACF-331	Principles of Risk Management and Insurance	5
BSM-410	The Dynamics of Cyprus Economy	5

SEMESTER 6

General / Core		ECTS (20)
ACF-323	Advanced Financial Accounting II	5
ACF-329	Corporate Governance	5
ACF-432	Data Analytics	5
ACF-433	Sustainability Accounting and Integrated Reporting	5
(i) The Professional Accountancy Stream		
Electives	**Either:**	**(10)**
ACF-365	The Accountancy Internship II	10
	Or	
	The following TWO:	**(10)**
ACF-346	Auditing II	5
ACF-347	Taxation II	5
(ii) The Finance Stream		
Electives	**Either:**	**(10)**
ACF-375	The Finance Internship II	10
	Or	
	The following TWO:	**(10)**
CIS - 232	Operations Research	5
PSY -227	Work and Organisational Psychology	5

*[1] Three (3) lecture periods of fifty five minutes each, for thirteen (13) weeks, per semester.

FOURTH YEAR

SEMESTER 7

General / Core		ECTS (20)
ACF-415	International Finance	5
ACF-434	Advanced Management Accounting	5
ACF-436	Risk Management in Financial Services	5
ACF-439	Company Financial Reporting	5
(i) The Professional Accountancy Stream		
Electives	**Either:**	**(10)**
ACF-450	Accountancy Dissertation I	10
	Or	
	The following TWO:	**(10)**
ACF-442	Contemporary Issues in Accounting and Finance	5
CST-333	Management Science	5
(ii) The Finance Stream		
Electives	**Either:**	**(10)**
ACF-460	Finance Dissertation I	10
	Or	
	The following TWO:	**(10)**
ACF-442	Contemporary Issues in Accounting and Finance	5
PSY-421	Work Psychology and Career Success	5

SEMESTER 8

General / Core		ECTS (20)
ACF-435	Security Investment Analysis	5
ACF-437	Advanced Corporate Finance	5
ACF-448	International Accounting	5
CST-422	Advanced Information Systems	5
(i) The Professional Accountancy Stream		
Electives	**Either:**	**(10)**
ACF-451	Accountancy Dissertation II	10
	Or	
	The following TWO:	**(10)**
ACF-447	Environmental Risk Management	5
ACF-449	Forensic Accounting	5
(ii) The Finance Stream		
Electives	**Either:**	**(10)**
ACF-461	Finance Dissertation II	10
	Or	
	The following TWO:	**(10)**
ACF - 425	Financial Derivatives	5
ACF - 447	Environmental Risk Management	5



course descriptions



PROFESSIONAL ACCOUNTANCY

ACF-110 Accounting and Finance I
To provide students with a broad understanding of introductory financial accounting, a thorough grounding in double-entry bookkeeping and the preparation of financial statements for different types of entities. It serves to provide students a solid foundation in financial accounting and reporting. .

ACF-120 Accounting and Finance II
To develop students' knowledge and understanding both theoretical and practical of:• the framework of regulations which influence financial reporting practice;• theoretical approaches offered as guides to financial reporting;• group accounting;•accounting techniques and methods adopted in practice;• providing a foundation for subsequent finance courses.

ACF-211 Financial Accounting I
To develop the ability of students to understand and analyse critically the current theoretical, legal and institutional influences which regulate the preparation of financial statements.

ACF-215 Company Law I
To provide students with a comprehensive account of company law so as to familiarize them with the company as a business medium. The course examines the formation, regulation and management of companies.

ACF-221 Financial Accounting II
To develop the study of accounting theory and practice relative to the provision of financial information to external users within institutional and legal constraints in accordance with current international standards.

ACF-225 Company Law II
To broaden students' knowledge in relation to the administration of limited liability 2 companies and to provide them with knowledge in respect of the financial structure of companies, its implications and legal provisions. On completion of this course, students should be able to:
* demonstrate that they have acquired thorough knowledge of the topics covered in the syllabus; * recognise and advise on disputes between members of a company;
* identify companies in financial distress and advise on the culpability of management; * advise creditors and prospective investors accordingly;
* undertake basic directed legal research.

ACF-313 Advanced Financial Accounting I
To develop students' knowledge and understanding, both theoretical and practical of: the framework of regulations which influence financial reporting practice;
* theoretical approaches which have been offered as quides to financial group accounting, * accounting techniques and methods adopted in practice.

ACF-314 Management Accounting I
To introduce students to the techniques used for cost determination and to give them an introductory understanding of the needs and techniques of planning and control.

ACF-315 Corporate Finance I
To provide a thorough grounding in finance concepts. How to interpret financial information and commentaries, and consider how to take account of finance in decisions that need to be made. The objectives of the course are to provide an understanding of the NPV decision making rule and how NPV calculations can be modified in the face of such factors as inflation and taxation.

ACF-319 Ethics in Accounting and Finance
Promoting awareness of the ethical responsibility for people pursuing a career in accounting or those who work in accounting and finance related roles, thereby enabling them to identify and evaluate critically the role played by the accountancy profession in maintaining ethical standards.

ACF-323 Advanced Financial Accounting II
To enhance students' understanding of contemporary issues in financial reporting and regulation from an international perspective.

ACF-324 Management Accounting II
To develop the ability of students to prepare and analyse accounting data for management policy determination, for short-term decision-making and for the assessment of organisational performance.

ACF-325 Corporate Finance II
To cover the implications and empirical evidence relating to the efficient market hypothesis, capital structure and the cost of capital in a taxation environment, interaction of investment and financing decisions, dividends and dividend valuation models.

ACF-329 Corporate Governance
To introduce students to corporate governance, outlining the legal and institutional context in which firms are governed and the development of international corporate governance codes. The main objectives are: • to study corporate governance in its economic, political and legal context; • to analyse different intellectual positions about the ownership and control of corporations; • to consider comparative international models of corporate governance; • to introduce policy positions and debates about better governance.

ACF-330 Financial Institutions and Instruments
To encourage students to analyze the role of regulation within financial markets; to develop students' ability to evaluate academic literature relating to financial markets.

ACF-331 Principles of Risk Management and Insurance
Develops the concept of insurable risk and its identification; uses the insurance in financial planning to deal with risk; analysis of property, liability, life, medical and disability insurance policies; employee benefit plans; business applications of life and disability insurance. Meets 3 0f the 18 units of course work to satisfy the educational requirements to sit for the Certified Financial Planner (CFP) exam.

ACF-336 Auditing I
To provide students with an introduction to the nature of businesses, the environment in which they operate, the role of accounting in professional practice. The main objective is to introduce students to the fundamental principles of audit and assurance; to develop students' understanding of the audit process.

ACF-337 Taxation I
To provide students with a practical understanding of the principles of business taxation mainly in respect of matters relating to the taxation of individuals and to enable students comment on figures produced by computations, understand the rationale underlying tax law and provide basic tax advice to taxpayers.

ACF-345 The Accountancy Internship I
The students will spend a minimum of 160 hours on an internship placement in accounting practice, in finance departments of a large icorporation and the finance sector to enhance their probable employment sector target, eg. Finance, auditing, accounting etc.All internship placement will be formally arranged and monitored regularlyby staff from the Philips College.

ACF-346 Auditing II
To further students' knowledge of the role, philosophy and methodology of Auditing by considering computerised auditing procedures and examining special work undertaken by the auditor.

ACF-347 Taxation II
To enable students to acquire a practical understanding of the principles of business taxation especially in relation to companies and an understanding of the principles of taxes on capital gains and value added; to comment on figures produced by computations; to understand the rationale underlying tax law and give basic advice to companies and taxpayers on the most tax efficient structures.

ACF-355 The Finance Internship I
The students will spend a minimum of 160 hours on an internship placement in accounting practice, in finance departments of a large corporation and the finance sector to enhance their probable employment sector target, eg. Finance, auditing, accounting etc.All internship placement will be formally arranged and monitored regularlyby staff from the Philips College.

ACF- 365 The Accountancy Internship II
The students will spend a minimum of 160 hours on an internship placement in accounting practice, in finance departments of a large corporation and the finance sector to enhance their probable employment sector target, eg. Finance, auditing, accounting etc.All internship placement will be formally arranged and monitored regularlyby staff from the Philips College.

ACF-375 The Finance Internship II
The students will spend a minimum of 160 hours on an internship placement in accounting practice, in finance departments of a large corporation and the finance sector to enhance their probable employment sector target, eg. Finance, auditing, accounting etc.All internship placement will be formally arranged and monitored regularlyby staff from the Philips College.

ACF-415 International Finance
To focus on the foreign exchange market and major approaches to analyse the determination of exchange rates, the links between exchange rates, macroeconomic activity and a country's international

icompetitiveness. The main objectives are to familiarise students with the institutional structure, the nature of the trading procedures, and trading activity in foreign exchange (FOREX) markets; the international parity conditions: purchasing power parity, covered and uncovered interest rate parity, and real interest parity; the equilibrium real exchange rate and its determinants; issues relating to the efficiency of foreign exchange markets and the forward bias puzzle; the pricing of international financial assets and their role in financing and investment decisions.

ACF-425 Financial Derivatives

To describe, analyse and evaluate the characteristics of some of the most i mportant financial derivative instruments, namely forwards, futures and options, written mostly on currency and equity products. It also equips students with some essential techniques to be applied when valuing these financial derivatives and hedging the associated financial market risk exposures.

ACF-432 Data Analytics

This course prepares students to gather, describe, and analyze data, and use advanced statistical tools to make decisions on operations, risk management, finance, etc. Analysis is done targeting economic and financial decisions in complex systems that nvolve multiple partners. Topics include probability, statistics, hypothesis testing, regression, clustering, decision trees, and forecasting.

ACF-433 Sustainability Accounting and Integrated Reporting

The main objective of the course is to equip students with the knowledge required for the understanding as to how to measure, evaluate and disclose social and environmental corporate performance. The course will emphasize the interplay between sustainability strategy, organizational architecture and performance. The course focus is on the internal and external reporting systems resulting from and supporting corporate sustainability.

ACF-434 Advanced Management Accounting

To develop the ability of students to apply Management Accounting techniques in more 2 complex and practical situations and to extend the depth of knowledge acquired in previous years. Review of academic articles and presentations as well as solution of case studies to develop analytical and problem solving skills.

ACF-435 Security Investment Analysis

To develop the understanding and application of the theory, tools, terminology, and professional ethics of investments from a finance viewpoint. To maximise transferability of knowledge and skills, this course emphasises general investment principles. Successful completion of the course lays the foundation for students wishing to pursue a career that involves providing and implementing investment advice.

ACF-436 Risk Management in Financial Services

Managers in a risk function in financial services must understand the nature and sources of risks that depositors, equity holders and debt holders are subject to. The aim of the course is to give students a detailed knowledge of the nature and sources of risks that depositors, equity holders and debt holders are subject to; in addition how to measure the exposure to such risks and an understanding of some ways in which such risks can be managed.

ACF-437 Advanced Corporate Finance

To focus on the theory of corporate finance and corporate financial policy. Its aim is to provide an understanding from both a theoretical and an empirical standpoint of some of the central decision problems in corporate finance: capital raising, capital structure decisions, the effects of conflicts between different types of stakeholders within the firm and corporate ownership and governance issues.

ACF-439 Company Financial Reporting

To ensure that students apply the appropriate judgement and technical ability in the preparation of financial statements for complex business entities.

ACF-442 Contemporary Issues in Accounting and Finance

The course aims to introduce students to some of the current issues in accounting and finance. It explores related theories and the importance of theoretical frameworks in research, enable students to understand and critically evaluate current research on related topics, and link the research findings with 2 contemporary issues in accounting and finance.

ACF-447 Environmental Risk Management

The purpose of the course is to introduce the concepts, principles and objectives of the environmental legal framework, on which the framework of environmental risk analysis will be based. At the same time, they will develop the ability to analyze the environment and the natural resources received by man, assessing the effects through indicators, for environmental actions. They will get to know the categories of Environmental Management Systems, ISO 14001 and EMAS, while studying environmental impact assessment.

ACF-448 International Accounting

To examine accounting principles, practices and trends in the international business and investment environment and to emphasize the added dimensions of international financial management experienced by Multinational Enterprises.

ACF-449 Forensic Accounting

The primary objective of the forensic accounting component of the accounting curriculum is for students to understand the role of forensic accounting in economic decision-making, financial reporting, disputes and investigations.

ACF-450 & ACF-451 / ACF-460 & ACF-461 Accountancy Dissertation I & II

Students will complete a Project in semesters 7 and 8. The Dissertation, which should be of approximately 8,000 - 10,000 words may take one or more of several forms. For example, it may involve the critical examination in an aspect of an organisation's operation with a view to recommending possible courses of action. It may also involve further investigation based on structured interviews. This is seen as a very important element of the programme providing an opportunity to students to bring together the skills and knowledge acquired throughout the programme and apply these to a substantial piece of work on a topic of their choice. The importance of the Project is reflected in the amount of time and the number of credits allocated to this purpose. The Dissertation is seen as the culmination of the development of independent skills. It requires the systematic study of a subject, involving data collection and analysis, hypotheses, conclusions, and submission of recommendations.Presentation
Three copies are required to be presented, typed double-spaced on A4 paper, using one side of the paper only and leaving a one-inch margin on the left-hand side. One copy will be returned to the student after the Examiners' meeting.
The second copy will be retained by the Department and the third will be placed in the Library. The report should include a title page, a one-page summary (abstract), and a contents list (chapter and section headings). The body of the report should exhibit a logical flow of ideas divided into sections such as: Introduction, Specific Aims, Analysis of Problem, Method of Solution, Outline of Programmes, Results, Hypotheses, Discussion, Conclusions and Recommendations. Tables and statistical charts may be placed in Appendices, along with references (Author, Title, Edition, Publisher, Year) and other supplementary material.
Assessment
The final project for each student will be marked independently by two members of the staff, one of whom will be the project's supervisor. The project will be finally assessed by a board based on its critical content, originality, and competence of both execution and presentation.

BIM-230 Organizational Behaviour

To introduce students to various aspects of organisational behaviour and develop a critical orientation toward the subject matter and an awareness of the complexity of managerial and organisational problem.

BSM-110 Economics I

To provide students with a thorough understanding of economics at an introductory level. The course explores how people make choices about what and how to produce and consume. It looks at the differences in economic outcomes between firms, people and countries and how they can be related to the effects of choices they, and others, make. It builds on the very simple and plausible assumption that people make decisions in their own interests and subject to constraints. The first term covers the principles of microeconomics and shows how they can be applied to real-life situations and economic policy.

BSM-111 Theory and Practice of Management I

To present students with a clear, lively and engaging picture of the art and science of management and to cover the fundamentals of management and the emerging trends in different managerial functions, while conveying the excitement and achievements of contemporary management by including examples from a wide variety of organizations.

BSM-112 Business Law I

To introduce students to the legal environment of business, beginning with the structure of the legal system, and the sources and application of the law. In addition, the course examines the law of contract, from the formation of a valid contract to its basic requirements and interpretation.

BSM-120 Economics II
To familiarize students with the aggregate behaviour of the economy by providing an introduction to the economic analysis of key macroeconomic variables such as output, employment, inflation, interest rates and exchange rates.

BSM-121 Theory and Practice of Management II
To enable students to understand the link between management theory and practice and to experience this through involving activities. It develops students; abilities to structure managerial problems using valid theory.

BSM-122 Business Law II
To complete the examination of the law of contract, and to introduce students to the law of negligence. On the whole, Business Law aims to equip the student with the skills necessary for dealing with legal transactions and legal problems involved in the business environment.

BSM-210 Managerial Economics I
To introduce students to theoretical economic concepts and analytical tools relevant to firm management. This course prepares students to more advanced topics covered in Managerial Economics II.

BSM-220 Managerial Economics II
To apply economic and game theory concepts and analytical tools to the strategic management decisions of private firms in a relevant business context.

BSM-410 The Dynamics of Cyprus Economy
To offer students a unified view of the structure of the Cypriot economy, analyse its weaknesses and strengths and evaluate its growth potentials.

CIS-232 Operations Research
To introduce students to use quantitative methods and techniques for effective decisions–making; model formulation and applications that are used in solving business decision problems.

CST-110 Computer Systems and Internet Technology
This module provides an overview of the layered nature of computer systems and how the use of simple interfaces can make the design of complex and powerful systems possible.

CST-115 Quant. Methods for Acc. & Finance I
To equip students with essential mathematical and statistical skills relevant to the disciplines of accounting and finance.

CST-124 Accounting Information Systems
The primary purpose of this course is to show how current changes in accounting and technology affect accountant's future roles. It helps accounting students in experiencing the benefit of learning information technology/information services (IT/IS) concepts and using IT/IS skills in accounting.

CST-125 Quant. Methods for Acc. & Finance II
To prepare students for more quantitatively focused subjects offered acrossthe whole suite of Accounting and Finance undergraduate programme.

CST-126 Fundamentals for Technological Changes
The course explores the theoretical foundations for the study of digital innovation and organizational, technological and social change. It integrates concepts and perspectives of innovation from the field of information systems and a range of other disciplines of the social sciences. In completing this course students should be able to draw critically from existing theories in order to address issues of technology-based innovation, organizational change and information systems management. The lectures cover literature related to three broad themes: digital infrastructures; the socio-technical process of the construction of digital technologies; information technology, innovation and organizational change.

CST-127 Data Visualization
This course introduces students to data visualizations highlighting therelevant technologies and principles of visualisation in decision makingand knowledge discovery. This course will equip students with requiredskills to identify and analyse trends and patterns in data sets using visual representations.

CST-333 Management Science
To introduce students to business decision problems as quantitative models to allow the determination of optimal decisions and the effect of change in policy or environment.

CST-422 Advanced Information Systems
To enable students to explore several advanced issues in the development and use of computer based systems within an organisational structure; to provide a structured context for the discussion of those issues.

PRL-235 Language Skills in Practice I

The course reviews the basic structure of English writing; to acquaint students with the basic considerations of effective business writing; to introduce students to the layout and parts of business letters and memos; and to guide students in editing and composing routine business communication.

PRL-245 Language Skills in Practice II

The course aims to assist students in gaining knowledge of the types and workings of meetings within an organisation and to prepare them to compose the documentation for meetings such as notices, agenda and minutes; prepare students to compose business communications for a variety of business situations and to assist the student in the understanding, analysing and modifying business data in a variety of forms; introduce the student to the terminology and types of documentation used in a variety of office settings and to utilise exercises from those settings to polish the skills developed in previous semester

PRL-352 Social Research Methods

The course aims to help students to evaluate research from a methodological perspective and to practically apply methods to conduct social science research projects. The course aims to equip students with the skills and confidence necessary to undertake original social research for their final year project.

PSY-112 Introduction to Social Psychology

The course aims to introduce students to social psychology key concepts, theories and research and discuss the contribution of social psychology to understanding the individual as a social being.

PSY-227 Work and Organisational Psychology

The course will allow you to study big questions about work and organisations: (e.g. does a perfect leader exist? Is it possible to be a happy and a productive worker? How to deal with work stress?). The purpose of this course is to provide you with a thorough grounding in some key areas of Work and Organizational Psychology (WOP). The aim will be to examine the contribution that WOP theory and research can make in contemporary organisations. The objective is to provide students with a critical understanding of research in the area by giving you the opportunity to discuss the cutting edge research findings and some WOP interventions. Also, the course will encourage ou to take a scientist-practitioner perspective to organisational behaviour. As such, the course will be relevant to those students who hope to develop expertise in the area of WOP which is central to ensure productivity and well-being at work in the contemporary organisations.

PSY-421 Work Psychology and Career Success

The course aims to familiarise students with areas of work psychology, including personnel selection, individual differences, leadership, teamwork, motivation and stress in the workplace and career management. Through the application of psychological theory and research, this course aims to help students understand the relevance of psychology for building a successful work life.

Professional Accountancy (4 years, 240 ECTS, Bachelor of Arts) with specialization either in (a) Accountancy or (b) Finance

Academic Staff

The Philips academics are well-qualified and bring with them academic and business experience. The College staff body is currently composed of the following:

- Poutos Evangelos, BA (Acc. & Ec.), MSc (Fin.), PhD (Acc. & Ec.)
  Associate Professor of Accounting & Economics

- Andreou Christos, BSc (Maths), MSc (Maths), PhD (Maths)
  Lecturer in Quantitative Analysis

- Constantinou Soteris, BSc (Comp. Sc.), MSc (IT)
  Lecturer in Information Technology

- Constantinou Despina, BA (Engl. Lang. & Lit.) , MA (Appl. Ling.)
  Lecturer in English Language

- Eriotou Eleftheria, BA (Acc. & Ec.), MSc (Fin.)
  Lecturer in Accounting & Finance

- Kazandjian Avo, BA (Bus. Stud.) , MBA (Bus. Adm.)
  Lecturer in Business Administration

- Bourletidis Demetrios, BA (Acc.), BA (Ec. & Reg. Man.), MBA (Prod. Syst. Man.), PhD (Fin. Models & Acc.)(cand.)
  Lecturer in Management Studies

- Tsilidou Ioanna, BA (Eng. Lang. & Ling.) , MA (Film Stud.)
  Lecturer in English language


Department of
Business &
Management Studies

Department **of Business & Management Studies**

ORIGINS

The department curriculum is designed to develop in students the analytical skills that are necessary for understanding business issues and problems and thus enable them to execute their responsibilities effectively.

The curriculum aims to strengthen students' ability to tackle business problems in an intelligent manner.



BUSINESS STUDIES

A two-year (or a four-semester) full-time course of study leading to the award of Diploma in Business Studies.


Business Studies
PHILIPS COLLEGE

Business **Studies**

A two-year (or a four-semester) full-time course of study leading to the award of the Diploma in Business Studies.

The programme aims to :

- provide students with a broad business education by integrating effectively vocational and academic disciplines. The course enables students to appreciate the importance of systematic thought in the decision making process.
- help students to acquire a broad view of key business issues and to understand how these impact on the success of a business enterprise.
- provide an excellent progresson pathway to degree courses

In particular:

Semester 1: *[1]

Core Subjects:	20 ECTS per semester
General Electives:	10 ECTS per semester

Semester 2:

Core Subjects:	25 ECTS per semester
General Electives:	5 ECTS per semester

In particular:

Semester 3:

Core Subjects:	25 ECTS per semester
Electives:	5 ECTS per semester

Semester 4:

Core Subjects:	20 ECTS per semester
Electives:	10 ECTS per semester

* Subject to approval by Head of Department.



Graduation Requirements
Students studying towards the Diploma is Business Studies are required to take a minimum of 120 ECTS. Eighty five (85) ECTS must come from core subject and thirty five (35) ECTS from electives.

DIPLOMA IN BUSINESS STUDIES

first year

SUBJECT	YEAR 1 - Semester 1	ECTS
CORE		**(25)**
DAF-110	Accounting and Finance I	5
DBS-110	Economics I	5
DBS-111	Introduction to Management	5
DIT-110	Computers and Internet Technologies	5
DIT-111	Quantitative Methods for Business I	5
ELECTIVES One from:		**(5)**
DBS-115	Business Law I	5
DPR-130	Communication in Practice I	5
DPS-110	Themes and Perspectives in Psychology I	5
	Total:	**30 ECTS**

*[1] Three (3) lecture periods of fifty five minutes each, for thirteen (13) weeks, per semester.

first year

SUBJECT YEAR 1 - Semester 2		ECTS
CORE		**(25)**
DAF-120	Accounting and Finance II	5
DBS-120	Economics II	5
DBS-121	Introduction to Marketing	5
DBS-122	Global Challenges for Business, Management & Leadership	5
DIT-121	Quantitative Methods for Business II	5
ELECTIVES **One from:**		**(5)**
DBS-125	Business Law II	5
DBS-126	Management of Services	5
DPR-140	Communication in Practice II	5
	Total:	**30 ECTS**



second year

SUBJECT YEAR 2 - Semester 3		ECTS
CORE		**(20)**
DAF-230	Fundamentals of Finance I	5
DBS-230	Corporate Social Responsibility	5
DIT-230	Introduction to E-Commerce	5
DIT-231	Operations Management	5
ELECTIVES **Two from:**		**(10)**
DBS-235	Sales and Sales Management	5
DBS-236	Organizational Behaviour	5
DBS-237	Innovation and Entrepreneurship	5
DBS-238	Project Management	5
	Total:	**30 ECTS**

SUBJECT YEAR 2 - Semester 4		ECTS
CORE		**(20)**
DAF-240	Management Accounting	5
DIT-240	Information Systems Management	5
DBS-240	Strategy for Managers	5
DBS-241	Business Internship	5
ELECTIVES **Two from:**		**(10)**
DAF-245	Fundamentals of Finance II	5
DBS-245	Managerial Economics	5
DBS-246	Decision Studies	5
	Total:	**30 ECTS**



course descriptions

BUSINESS STUDIES

DAF-110 Accounting and Finance I
To provide students with a broad understanding of introductory financial accounting, a thorough grounding in double-entry bookkeeping and the preparation of financial statements for different types of entities.

DAF-120 Accounting and Finance II
To develop students' knowledge and understanding both theoretically and practically of:• the framework of regulations which influence financial reporting practice;
• theoretical approaches offered as guides to financial reporting;• group accounting;
• accounting techniques and methods adopted in practice;• time value and risk and return.

DAF-230 Fundamentals of Finance I
To introduce students to finance, giving a foundation for subsequent finance courses. The approach is conceptual, emphasising general principles that students should be able to apply to specific problems and issues.

DAF-240 Management Accounting
To introduce students to the techniques used for cost determination and to give them an introductory understanding of the needs and techniques of planning and control.

DAF-245 Fundamentals of Finance II
To provide a thorough grounding in finance concepts. How to interpret financial information and commentaries, and consider how to take account of finance in decisions that need to be made.

DBS-110 Economics I
To provide students with a thorough understanding of economics at an introductory level. The course explores how people make choices about what and how to produce and consume.

DBS-111 Introduction to Management
To embrace principles and activities in the core functional areas of business management. It also covers legal environment of business, information technology, globalization, economic integration and entrepreneurship.

DBS-115 Business Law I
To introduce students to the legal environment of business, beginning with the structure of the legal system, and the sources and application of the law. In addition, the course examines the law of contract, from the formation of a valid contract to its basic requirements and interpretation.

DBS-120 Economics II
To familiarize students with the aggregate behaviour of the economy by providing an introduction to the economic analysis of key macroeconomic variables such as output, employment, inflation, interest rates and exchange rates.

DBS-121 Introduction to Marketing
To introduce students to the marketing strategies and tools that practitioners use to market their products.

DBS-122 Global Challenges for Business, Management & Leadership
To provide students with an understanding of the increasing complexity of business management and leadership in the 21st century; to help students identify with and fully comprehend the changing state of current management situations.

DBS-125 Business Law II
To complete the examination of the law of contract, and to introduce students to the law of negligence

DBS-126 Management of Services
To enable students to develop their knowledge, skills and competences in the subject of Managing Services.

DBS-126 Management of Services
To enable students to develop their knowledge, skills and competences in the subject of Managing Services.

DBS-230 Corporate Social Responsibility
To emphasize the centrality of ethical values such as honesty, trust, respect and fairness in the context of individual and organizational effectiveness. Utilizing Kohlberg's Theory of Moral Development, the course explores the concept of how one develops moral reasoning and the interaction of moral judgment using three Models of Management Ethics. The intent is to demonstrate the breadth of responsibility of the individual manager, organization, and corporation in making "ethical" decisions.

DBS-235 Sales and Sales Management
To introduce students to the discipline of sales management for the 21st century and to equip them with the tools and knowledge they need to succeed in today's increasingly complex and fast-paced environment.

DBS-236 Organizational Behaviour
To introduce students to various aspects of organizational behavior and develop a critical orientation toward the subject matter and an awareness of the complexity of managerial and organizational problems.

DBS-237 Innovation and Entrepreneurship
To explain the theoretical foundations of entrepreneurship and innovation into practical, concrete applications.

DBS-238 Project Management
The course is designed to help students get an overview of the project management roles and environments. Students will appreciate the project life cycle approach and study the issues and methodologies involved in managing major projects, by drawing on a wide range of practical experience in project management. Students will be exposed to practical project management techniques and tools.

DBS-240 Strategy for Managers
To enable students to identify and critically evaluate the main challenges in strategy implementation process and the ways to address them.

DBS-241 Business Internship
To put students learning into practice while engaging with local organizations and businesses.

DBS-245 Managerial Economics
To apply economic and game theory concepts and analytical tools to the strategic management decisions of private firms in a relevant business context

DBS-246 Decision Studies
To introduce students to a range of basic techniques in business decision making and to show how these techniques may be applied to aid the decision making process.

DBS-247 Human Resource Management
To develop an in depth understanding of the contribution of effective Human Resource Management (HRM) to the achievement of organizational objectives.

DIT-110 Computers and Internet Technologies
Syllabus is developed from the National Curriculum for Senior Secondary School Computer Studies in the UK. It highlights the scope of the course for Computer Studies examinations at this level. Its structuring revolves around conceptual approach.

DIT-111 Quantitative Methods for Business I
To enable students to master basic mathematical concepts and skills needed in the business world and to provide an introductory course in basic statistical methods and their applications in Economic, Business and Social Sciences.

DIT-121 Quantitative Methods for Business II
To enable students to perform day-to-day calculations required in financialmarkets and to make business investment decision in an objective manner and to provide a course in advanced topics in statistical methods and their applications in Economic, Business and Social Sciences.

DIT-230 Introduction to E-Commerce
To provide students with an introduction to the business, technological and societal issues pertaining to the emergence of the Internet as a medium for online trading of goods and services.

DIT-231 Operations Management
To introduce students to use quantitative methods and techniques for effective decisions –making; model formulation and applications that are used in solving business decision problems.

DIT-240 Information Systems Management
This course provides an overview of information systems technology and management in today's modern business organizations.

DPR-130 Communication in Practice I
To review the basic structure of English writing; to acquaint students with the basic considerations of effective business writing; to introduce students to the layout and parts of business letters and memos; and to guide students in editing and composing routine business communication.

DPR-140 Communication in Practice II
To assist students in gaining knowledge of the types and workings of meetings within an organisation and to prepare them to compose the documentation for meetings.

DPS-110 Themes and Perspectives in Psychology I
To provide students with a framework for understanding the history, development, and current range of psychological perspectives.

Diploma in BUSINESS STUDIES

ACADEMIC STAFF

- Poutos Evangelos, BA (Acc. & Ec.), MSc (Fin.), PhD (Acc. & Ec.)
  Associate Professor of Accounting & Economics
- Andreou Christos, BSc (Maths), MSc (Maths), PhD (Maths)
  Lecturer in Quantitative Analysis
- Constantinou Soteris, BSc (Comp. Sc.), MSc (IT)
  Lecturer in Information Technology
- Constantinou Despina, BA (Engl. Lang. & Lit.) , MA (Appl. Ling.)
  Lecturer in English Language
- Eriotou Eleftheria, BA (Acc. & Ec.), MSc (Fin.)
  Lecturer in Accounting & Finance
- Kazandjian Avo, BA (Bus. Stud.) , MBA (Bus. Adm.)
  Lecturer in Business Administration
- Bourletidis Demetrios, BA (Acc.), BA (Ec. & Reg. Man.), MBA (Prod. Syst. Man.), PhD (Fin. Models & Acc.)(cand.)
  Lecturer in Management Studies
- Tsilidou Ioanna, BA (Eng. Lang. & Ling.) , MA (Film Stud.)
  Lecturer in English language

Foundation

English Language Foundation

Programme's Purpose and Objectives

Programme's Purpose:

The English Language Foundation Course is designed to prepare international students for successful entrance to Higher Education Institutions in Cyprus by enhancing their language proficiency.

This course focuses on developing the students' English language skills in listening, speaking, reading, and writing, as well as building their academic language and communication skills required for successful study in a Higher Education Institution.

Programme's Objectives:

1. Attain proficiency in all language skills: listening, speaking, reading, and writing.
2. Develop academic vocabulary and language necessary for Higher Education studies.
3. Enhance communication skills for academic and social interactions.
4. Gain confidence in participating in class discussions and debates and presenting academic topics.
5. Improve critical thinking and analytical skills through reading and writing tasks.



Intended Learning Outcomes



Upon successful completion of the Foundation Programme in English Language, students will:

1. **Language Proficiency: Develop an intermediate level of proficiency in the English language, including grammar, vocabulary, and pronunciation, enabling students to communicate effectively in various everyday situations.**

2. **Reading Skills: Comprehend and analyze moderately complex texts, articles, and excerpts from different sources (such as newspapers, academic texts, or literature) to extract essential information and understand the main ideas and arguments.**

3. **Writing Skills: Produce coherent and detailed texts on various topics, expressing opinions, arguments, and personal experiences using appropriate grammar, vocabulary, and organizational structures.**

4. **Listening Skills: Understand the main points and specific information in spoken English, such as lectures, discussions, interviews, and presentations, delivered at a moderate pace with some complexity.**

5. **Speaking Skills: Engage in conversations and discussions on familiar and some unfamiliar topics, express opinions, participate in group discussions, and give short presentations with relatively clear pronunciation and appropriate language use.**

6. **Cultural Understanding: Develop an understanding of cultural nuances and contexts related to the English language, including social norms, customs, and practices prevalent in English-speaking countries.**

7. **Language Strategies: Acquire strategies to enhance language learning independently, such as using resources effectively, expanding vocabulary, selfcorrecting, and improving language skills through various methods (e.g., self-study, language exchange, etc.).**

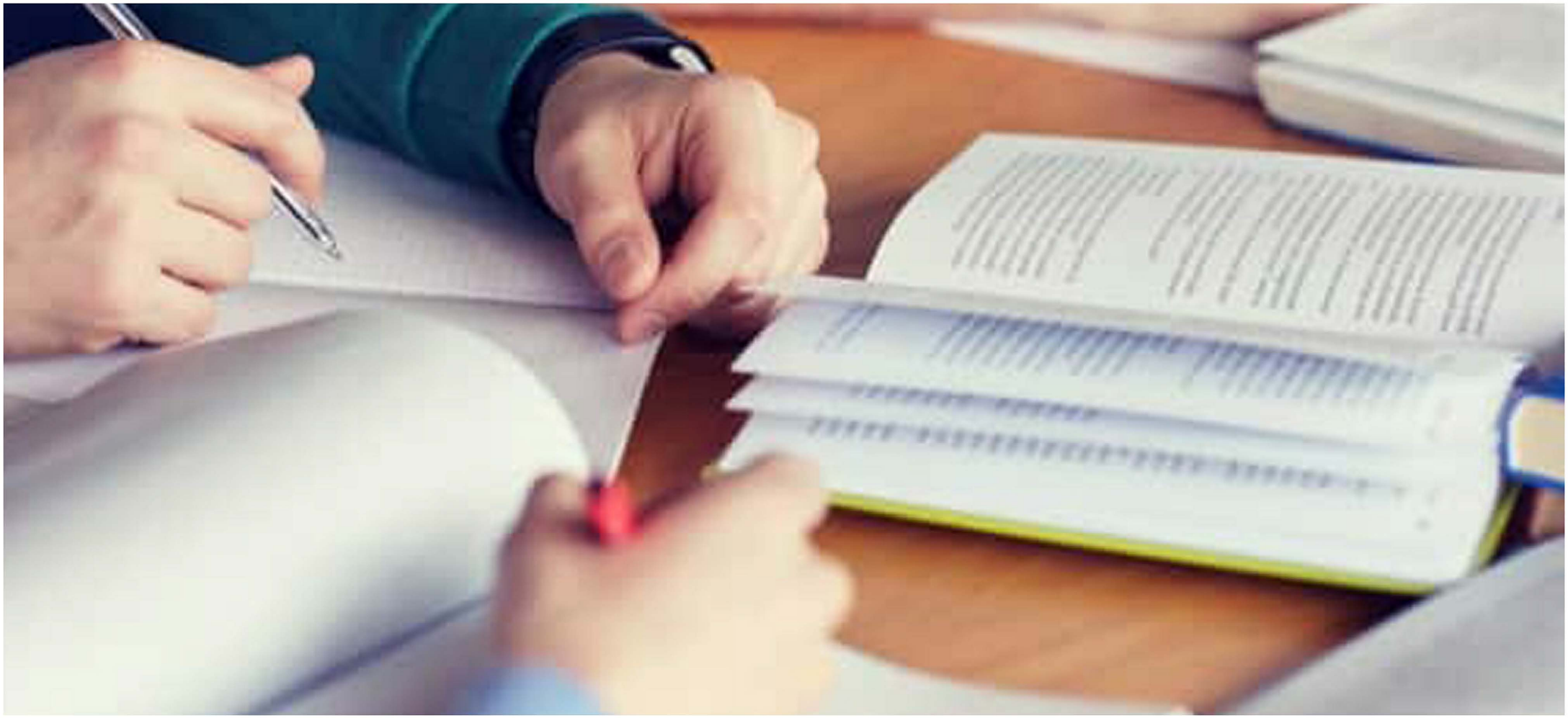
8. **Grammar and Vocabulary: Consolidate and expand knowledge of grammar rules, tenses, sentence structures, idiomatic expressions, and vocabulary relevant to everyday and academic contexts.**

9. **Critical Thinking Skills: Apply critical thinking skills to analyze and evaluate information presented in English, allowing students to form opinions, make inferences, and draw conclusions from texts or spoken content.**

10. **Language Fluency: Develop increased fluency and confidence in using English in different contexts, leading to better communication and interaction both academically and socially.**

ACADEMIC STAFF

A/A	Name and Surname	RANK*	Scientific Domain	Academic Qualification		
				Academic Qualifications	University	Graduation Year
1.	CONSTANTINOU Despina	L	English Language	BA English Language and Literature MA Applied Linguistics and Teaching Language as a foreign language	University of Nicosia, CY University of Bedfordshire, UK	2013 **2014**
2.	KOUMOULLIS-GUEST Evridiki	L	Linguistics	BA Theoretical and Applied Linguistics MA Theoretical and Applied Linguistics	University of Essex, UK University College London, UK	1982 1983
3.	KOUMOULLIS Melina	L	Linguistics	BA Theoretical and Applied Linguistics MA Theoretical and Applied Linguistics	University of Essex, UK University College London, UK	1988 1990



PROGRAMME STUCTURE

ENGLISH LANGUAGE FOUNDATION PROGRAMME [*2]
(1 Year)

Semester 1

ENG_110	Introduction to the language expectations of the course and Academic Environment I
ENG_111	Listening and Speaking Skills Development I
ENG_112	Reading Skills Enhancement I
ENG_113	Writing Skills Enhancement I
ENG_114	Academic Vocabulary and Language
ENG_115	Language Practice and Application I

Semester 2

ENG_120	Introduction to the language expectations of the course and Academic Environment II
ENG_121	Listening and Speaking Skills Development II
ENG_122	Reading Skills Enhancement II
ENG_123	Writing Skills Enhancement II
ENG_124	Academic Vocabulary and Language II
ENG_125	Language Practice and Application II

[*2] Sixteen (16) teaching periods of fifty five minutes each, for thirteen (13) weeks, per semester.

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
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	**Graduation Ceremony** 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 Academic Committees.











The **Academic Committee**

Eleni Chrysostomides, PhD	Chairperson
Evangelos Poutos, PhD	Coordinator BA Professional Accountancy
Christos Andreou, PhD	Representative of the Academic Staff
Sotiris Constantinou, BSc, MSc	Representative of the Academic Staff
The President at the time	The Philips College Students' Association





The **Disciplinary Committee**

Lambides Demetris, Barrister-at-law	Chairperson
Teesdale Marita, MSc	Representative of the Academic Staff
The Secretary at the time	Secretary of The Philips College Students' Association

The **Administrative Committee**

Philippos Constantinou, FCA	Principal, Chairperson
Lambides Demetris, Barrister-at-Law	Repr. Council of Management
Teesdale Marita, MSc	Repr. of the Academic Staff
Poutos Evangelos, PhD	Repr. of the Academic Staff
The Secretary at the time	The Philips College Students' Association

The **Internal Quality Assurance Committee**

Philippos Constantinou, FCA	Principal, Chairperson
Nicolaos P Eriotis, PhD	Dean, National & Kapodistria University of Athens
Evagelos Poutos, PhD	Representative of the Academic Staff
Kosmas Pipyros, PhD	Representative of the Academic Staff
The President at the time	The Philips College Students' Association

Our mission

“To provide the highest

possible quality education in Cyprus

based on the principles

set out by the broader

European educational and

academic fraternity”

The text of this Prospectus was approved
by the Ministry of Education, Sport and Youth of Cyprus,
as per their letter dated

The Philips College is legally represented by its Principal
Professor Philippos Constantinou.



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