

THE PHILIPS COLLEGE

STUDENT'S GUIDE



ACADEMIC YEAR 2009/2010

Our mission

“To provide the highest possible quality education in Cyprus within the principles set out by the broader European educational and academic fraternity”.

TABLE OF CONTENTS

OFFICERS OF THE COLLEGE.....	4
A MESSAGE OF WELCOME FROM THE PRESIDENT -----	5
ACADEMIC CALENDAR 2007-2008 -----	6
GRADUATION REQUIREMENTS -----	8
EXAMINATION AND ASSESSMENT POLICY -----	10
STANDARD PRACTICES WITH RESPECT TO ILLNESS -----	13
APPEALS PROCEDURE -----	14
STUDENTS' RIGHTS, PRIVILEGES & EXPECTATIONS -----	14
PREMISES -----	20
THE STUDENTS' ASSOCIATION -----	21
TUITION AND SUNDRY FEES.....	21

OFFICERS OF THE COLLEGE

President

Professor Philippos Constantinou

Rector

Professor Demetrios Natsopoulos

Deputy Rector

Professor Aris Petasis

Director for Resource Development

Professor Nicos Leontiou

Director of the Research Centre

Professor Andreas Antoniou

Director for International Development

Constantina Shiakallis, Associate Professor

Registrar

Evi Papachristoforou, BA, MSc

Librarian

Marios Socratous, BA, MLIS

A MESSAGE OF WELCOME FROM THE PRESIDENT

It is with great pleasure that I welcome you all to the Philips College.

My colleagues and I are delighted with your decision to join the Philips College and hope that your time as a student will be a happy and productive one and that you will enjoy to the fullest all the benefits that the College promises to offer you during this academic year.

The Philips College takes pride not only in the quality of teaching but also the research and scholarship of its academics.

It is important that you get the best out of your College years. You will soon notice that time not utilised effectively is time wasted -- once and for all. Consequently, it is to your advantage to work hard and make the best of your time at the Philips College. Work hard, and take the opportunity to participate in the academic, social and sporting activities available to you as a student.

Whenever you encounter difficulties ask for help. Most of us have considerable experience in dealing with student problems in a discreet and friendly manner.

The Philips College makes it possible for you to participate in sporting and cultural activities, and to make your own contribution to the quality of student life.

My best wishes for a rewarding stay at the Philips College.

Prof. Philippos Constantinou
President

1 September, 2009

ACADEMIC CALENDAR 2009/2010

Academic session: 2009/2010

Autumn Semester: Tuesday, 2 September 2009 - Sunday, 31 January 2010

SEPTEMBER 2009

Wednesday 2 –Friday	11	Repeat/Deferred Examinations
Monday	21	Induction
Tuesday	22	Classes begin for 1 st & 2 nd year students
Monday	28	Classes begin for 3 rd & 4 th year students

OCTOBER 2009

Thursday	1	Public Holiday – No classes
Friday	9	Last day of late registration (for local students)
Monday	12	Last day to drop a course without a failing grade
Monday	26	Last day of late registration (for overseas students)
Wednesday	28	Public Holiday - No classes

NOVEMBER 2009

Friday	13	Founder's day – College Activities
--------	----	------------------------------------

DECEMBER 2009

Friday	18	Classes end at close of academic day for Christmas vacation
--------	----	---

JANUARY 2010

Thursday	7	Classes resume
Friday	15	Classes end at close of academic day for Autumn Semester Examinations

Monday 11 - Friday 22 Autumn Semester Examinations

MID – YEAR BREAK Saturday 23 January – Sunday 31 January 2010

Spring Semester: Monday, 1 February 2010 - Friday, 25 June 2010
--

FEBRUARY 2010

Monday	1	Classes resume
Tuesday	9	Last day of late registration (for local students)
Monday	15	Green Monday – No classes
Tuesday	16	Last day to drop a course without a failing grade

MARCH 2010

Thursday	25	Public Holiday – No classes
Friday	26	Classes end at close of academic day for Easter vacation

APRIL 2010

Monday	12	Classes resume
--------	----	----------------

MAY 2010

Monday	10	Last day for the submission of projects to the Examination Panel
Tuesday	11	Classes end at close of academic day for Spring Semester Examinations
Monday	24	Holy Spirit Monday

Friday 14 May – Tuesday 1 June Spring Semester Examinations**JUNE 2010**

Wednesday 2 – Friday	4	Project Defence
Monday	21	Registration for Summer Term – All students
Wednesday	23	Graduation Ceremony for the academic year

Summer Term: Monday, 5 July - Friday, 17 September 2010
--

JULY 2010

Monday	5	Classes begin for summer term
--------	---	-------------------------------

SEPTEMBER 2010

Monday 13 – Friday	17	Summer term examinations
--------------------	----	--------------------------

Variations to the session dates may be approved from time to time by the Academic and Administrative Committees.

GRADUATION REQUIREMENTS

Master Degree

At the time of graduation, each candidate for a Masters Degree must have:

- completed all the prescribed course work of the examination syllabus;
- achieved the minimum required ECTS 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 90 european credits (ECTS).

Honours Degree

At the time of graduation, each candidate for an Honours Degree must have:

- completed all the prescribed course work of the examination syllabus;
- achieved the minimum required ECTS 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 shall be eligible for the conferment of the Bachelors Degree with Honours in one of the following classes on the basis of his 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 Degree must secure a G.P.A. of at least 3.60 in each semester with no resit or retake on any subject.

Ordinary Degree

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

- completed successfully all the prescribed work of the examination syllabus;
- achieved a minimum of 240 ECTS of prescribed courses.

*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.

Higher Diploma

Candidates may be granted the Higher Diploma if they have:

- completed successfully all the prescribed work of the examination syllabus;
- achieved a minimum of 180 ECTS of prescribed courses.

Diploma

Candidates may be granted the Diploma if they have:

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

Certificate

Candidates may be granted the Certificate if they have:

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

EXAMINATION AND ASSESSMENT POLICY

The Board of the College believes that an effective student performance assessment system is critical to academic standards and that such systems are conducive to student academic welfare. The application of continuous student assessment is just as important as end-of-semester assessment.

Equally students should be assessed fairly and the assessment should be related to the teaching objectives of the course. The College also believes that the student assessment procedures should be well documented, known to the student well in advance, and applied timely and fairly.

Since student performance is closely affected by the teaching methods adopted, these methods are also assessed. As a result, the College ensures that student performance is maximised, and that students receive the fullest benefit from their educational experiences. Critical to the assessment of teaching methods is peer review and evaluation. In this regard, the College encourages, and in fact enforces, a policy of peer evaluation where peers act in good faith and with the welfare of the student and their colleague in mind. The peer review of teaching staff is undertaken once a semester. Each member of the teaching staff is assessed by his/her peers in class with a view to evaluating the effectiveness of the teaching methods used and to recommending improvements where necessary.

Students are also encouraged to play a central role in the assessment of teaching methodology because as pivotal figures in the College they should carry out this role. Thus, at least once a year, students are asked to evaluate the performance and effectiveness of their lecturers in class with the aim of providing feedback and helping the lecturer improve his/her performance.

Examinations are normally held in the College and are invigilated by members of the Academic Staff. Guidelines for invigilators are issued periodically.

Assistance is given to the Academic Staff by the secretarial staff and by the Faculty Office which provides the stationery and other examination requisites. The Faculty operates a policy of anonymous marking of examination scripts. Students are thus required to enter on scripts their College number and not their names. They are also required to complete an attendance slip, a check against missing students, loss of scripts or fraud.

ASSESSMENT

Each subject has a minimum of 70% attributable to the end of semester examinations. A maximum of 30% is attributable to continuous assessment of coursework during the semester based primarily on class participation, tests and quizzes, assignments and 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 tests which are held under examination conditions. Coursework is normally marked and returned to students within one week.

MARKING SCHEME ASSESSMENT POLICY

The work of each student in a course is graded with one of the following grades: **A, B+, B, B, C+, C, C-, D**. The lowest satisfactory grade for which the student receives credit is **D**. Students who have not completed the necessary requirements for a specific course for any reason whatsoever, will receive No Credit (“**NC**”) for that course. The symbol “**NC**” has no effect on the grade 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 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	Withdraw	NC None
AU (Listener)	Auditor	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 at 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 successfully passes a failed subject is credited with the mark earned in the resit examination.
4. A student who fails to achieve a minimum of 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.

Project

1. 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.

STANDARD PRACTICES WITH RESPECT TO ILLNESS

Illness may constitute an acceptable reason for not writing 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 only in exceptional circumstances 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.

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 Deputy 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 make the appeal in writing to the Deputy Principal, noting specific objections to the grade received. After consultation with the lecturer concerned, the Deputy 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 in the case. The committee will consist of:

- (i) one Administrative Officer of the programme;
- (ii) one Faculty member who teaches in 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.

STUDENTS' RIGHTS, PRIVILEGES AND EXPECTATIONS

Residence Requirements

The College requires that each candidate for the BA or BSc Honours Degree complete a minimum of 45 credits 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 limitations and obligations to the degree necessitated by 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 affecting them which may be issued by the College from time to time. Students are held responsible for appraising themselves with all rules, regulations and policies which affect them.

The College is genuinely concerned about the intellectual, spiritual and ethical wholesomeness of students. To guide them the College publishes in its handbook the rules which blue-print student conduct and expected behaviour from students so that the College may 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 student to make sure that he/she meets the required academic standards and that he/she removes any academic deficiency as quickly as possible. Students who encounter difficulty must 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/her Adviser for assistance not only on academic matters but also on 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/she 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 problems 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, strategies, resume 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 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 five days of absence from classes either without approved leave of absence or with no adequate justification may be referred to the Academic Committee by the Head of Department for consideration of his/her 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 could partly depend on the standard of work achieved by the student whilst in a practical placement as documented in a relevant report. 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 of any form. To do so would be unfair to those students who perform honestly. Academic offence undermines 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 to each other to report academic offence to the proper 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 copy from any other candidate's paper in a written examination or, unless expressly 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 written work of 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 reference 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 for assessment 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 academic offence (cheating, plagiarism, fraud etc.) shall, for the first offence receive an F in the course. For a second offence a student will be suspended from the College for the remainder of the semester or alternatively for one or two semesters. Readmission will 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 2,0 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 2,0 or higher.

The probationary period provides students with the opportunity to correct deficiencies. Such a period may last for no more than two regular consecutive semesters. Failure to achieve the required standard by the end of the probationary period disqualifies 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/her Adviser and his/her 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 special conditions as described earlier under the heading "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.

The normal credit load for a full-time undergraduate student is 15 credits each semester. A credit is defined as one lecture or recitation a week. No student may extend his studies at the Philips College for more than eight years.

Student status shall be determined by the number of credits per semester. A full-time student is one who registers for 12 or more credits and a part-time student is one who registers for less than 12 credits. The only exception to this regulation will be those students who in the final semester before graduation need less than 12 credits to graduate and who have normally carried 12 or more credits per semester while attending the College. 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 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 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 by playing in the College teams which participate in the 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 pursuance 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 second semester which is open to the community.

Other Activities

Students are encouraged to use their initiative and to develop relationships with organisations outside the College. In this way, they can contribute in a wider sense thus not limiting the benefits of their contribution to the College 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.

Social activities with a more direct educational component are also encouraged. These include the setting up of lectures and presentation by external speakers at the invitation of the students. Panel discussions and debates feature strongly in this 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 who possess experience and interest in the development of such activities. To help students adjust to the academic and social life of the College, orientation programmes are set up for new students. 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 to 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 which has a national circulation. They also contribute articles to outside publications.

Reports

Reports are issued at the end of each semester to chart student academic progress.

Transcripts

Transcripts are provided by the Registrar's Office, and are issued only upon the written request of the student at least three weeks prior to the date required. Students collecting transcripts must present a valid identification. No transcripts will be issued if the student has an outstanding debt to the College. All grades, disciplinary actions, academic suspension and degrees / qualifications concerned 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 whilst 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 supplementary transcript must be made at the same time as the initial request by submitting two separate application forms. There is a charge for each original transcript issued. No transcripts can be issued until the student settles all his financial obligations to the 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.

PREMISES

LOCATION

The College is privileged with regard to its location in Nicosia, the capital of Cyprus. It is situated on the periphery of the centre of Nicosia, in the suburb of Acropolis. The College stands on premises facing the Acropolis Park.

STYLE

The College operates from modern, state-of-the-art, custom-built premises which meet all the educational requirements of a modern College. The internal environment of the College which is conducive to learning is complemented by well-designed gardens and sports grounds which provide students with the opportunity to relax and play. Ample parking space is also available for students, staff and visitors.

The entire building is climatically controlled thus creating an environment conducive to work for students and staff. A modern safety and security system has been installed to protect people and property.

SPACE UTILISATION

The College premises have been designed with the aim of facilitating the objective of learning.

The basement of the building in addition to teaching area, acts as the cultural centre of the College and also houses the Restaurant of the College.

The lower ground floor houses a modern cafeteria with facilities for students to relax and enjoy snacks and beverages. The College bookshop is also found on this level.

The ground floor of the College houses the reception area, administration offices, and facilities for conferences.

The first, second and third floors comprise a total of 25 classrooms of various sizes, in line with the desired lecturer-student ratio which the College wishes to maintain.

The fourth floor houses the library and computer facilities.

Adequate facilities and space have been committed to support the College's modern computer equipment. The space configuration of the computer department provides ample work areas for students to learn and practise. This also allows staff to meet with students and guide them through the complexities of computing.

Extensive library space has been allocated to house books, periodicals and other publications and equipment. In addition, space is provided for research and project work.

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. A primary function of the Association is to represent the views of the students both inside and outside the College. Its office bearers 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.

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.

TUITION AND SUNDRY FEES

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

Prospective students are informed of tuition fee requirements before registration. Although tuition levels 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 for a semester until payment is made in full. Unless all financial obligations

towards the College have been satisfied, a student cannot register, graduate, or have a transcript issued. Students facing unexpected financial problems may apply for an extension of payment or payment by instalments in writing to the Director of Financial Department which will consider each case on its own merits. The filing of an application does not imply automatic deferment.

It is a 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.

Full-time Students

The tuition fees for the academic year 2009/10 have been fixed at €6155 per annum for home and overseas students of the first year for all undergraduate courses except for the course of Infant and Child Care (Νηπιοβρεφοκομία) which has been fixed at €3933 per annum. The tuition fees for postgraduate courses have been fixed at €6155 for all the courses except for the course of Master in Education which has been fixed at €8550 per annum. **For students taking the Intensive Summer Course in English tuition fees have been fixed at €2565.** For students taking the course of Information Technology an additional annual fee of €171 will be payable to the College to cover incidental expenses. A subscription fee of €17 a year is also payable to the Student's Association to cover official student association membership, and €86 registration fees.

Full fees are payable during each year of attendance irrespective of the number of classes actually attended. Fees cover matriculation, tuition, use of the computer centre and single entry to the examinations appropriate to the course.

A late enrolment fee of €43 is payable by each student enrolling in classes outside the normal enrolment period.

The normal re-entry fee for examinations in the same session is €17 per examination, with a maximum cumulative fee of €43. These fees are also payable by students who have not been attending classes regularly but have paid the annual fee for the year. These fees may be waived at the discretion of the Rector in the case of students prevented by illness duly certified or by other circumstances outside their control from appearing in an examination as scheduled.

Tuition fees are normally payable at the beginning of each semester. Fees are refunded only when a course fails to start. Transcript fees of €51 per copy are payable by each student; **the first copy of transcript is free.** Appeal fees €43. Re-entry fees for examination €43 per subject.

Any student may be suspended from the College fifteen days after receiving official notice of failure to discharge their 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 €599 per subject for undergraduates and €770 for postgraduates.

Auditors

Auditors are admitted on certain courses on payment of €513 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 €855 per year
- **Duration:** One year
- **Criteria:** Academic excellence
- **Selection:**

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

Applicants from Secondary Schools

- **Number** of scholarships offered:
2 per academic programme
- **Amount:** 30% tuition refund of the 1st year's fees.
- **Duration:** One year

Criteria: All students with minimum Apolytirion score 18/20 or at least two GCE "A" levels excluding Modern Greek.