



PHILIPS UNIVERSITY

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10 February, 2020

Professor Mary Koutselini
President
Cyprus Agency of Quality Assurance and Accreditation
in Higher Education
Lemesos Avenue 5
2112 Lefkosia
Cyprus

Dear Professor Koutselini,

Subject: External Evaluation for the Institutional Application of Philips University

It is with pleasure that we attach herewith the University's responses on the External Evaluation Committees Institutional report.

We would like to emphasize that the University has already fully implemented all the recommendations of the External Evaluation Committee.

Yours sincerely,



Professor Natsopoulos Demetrios
Rector

Professor Shiakallis Constantina
Vice-Rector for Academic Affairs

PHILIPS UNIVERSITY

EXTERNAL EVALUATION

INSTITUTIONAL

**VIEWS OF THE PHILIPS UNIVERSITY ON THE EXTERNAL
EVALUATION REPORT SUBMITTED
BY THE EXTERNAL EVALUATION COMMITTEE (EEC)**

UNIVERSITY:

PHILIPS UNIVERSITY

EXTERNAL EVALUATION: INSTITUTIONAL

COMMITTEE PREPARING THE RESPONSE TO THE EEC REPORT

Professor Natsopoulos Demetrios	Rector (Chairperson)
Professor Shiakallis Constantina	Vice-Rector for Academic Affairs
Professor Hadjis Andreas	Dean, School of Economics and Management
Professor Chrysostomides Eleni	Chairperson, Department Accounting and Finance
Visiting Professor Petridou Eugenia	Aristotle University of Salonica
Visiting Professor Mitrakos Dimitrios	Aristotle University of Salonica
Visiting Professor Petrakis Emmanuel	University of Crete
Visiting Professor Eriotis Nikolaos	National Kapodistrian University of Athens

Nicosia, 10 February, 2020

VIEWS OF THE PHILIPS UNIVERSITY ON THE EXTERNAL EVALUATION REPORT SUBMITTED BY THE EXTERNAL EVALUATION COMMITTEE

Introduction

Philips University appreciates the constructive comments and suggestions given by the External Evaluation Committee (EEC) in their Evaluation Report dated 17 January, 2020. The University believes that the Evaluation Report leads to a positive decision for accreditation of Philips University at Institutional level.

As a matter of principle Philips University would like to emphasize the fact that the Evaluation concerns a new University that is not yet in operation, which by itself responds to certain remarks. However, **the University adopts all the recommendations of the EEC** which it has already fully implemented.

The university involves many areas concerning the organizational structure, regulations and procedures, which could be observed in the descriptions in the various documents provided, such as: the application for Institutional Evaluation, the Charter of the University and its Internal Institution's Internal Regulation, Rules and Policies. To provide an example of the discrepancy described above, the **Careers Office** of Philips University is fully organized and operational, however it will be observed in action only when the University has students and graduates, after the University operates for several years.

University's responses on observations and recommendations in the External Evaluation Report

Building Facilities – Students Welfare Services – Infrastructure

1.0 Building Facilities

1.1 Plans and Licences

1. The Certificate for Adequate Electrical and Mechanical Installations, the missing certificate for the 46 existing parking spaces, as well as the additional certificate for a bus, were issued by certified professionals, members of the Technical Chamber of Cyprus (ETEK) and have already been delivered to CYQAA.

2. The University building contractor has already started work concerning the entrance staircases and the small steps at the entrance in offices and lecture theatres in implementing of the EEC recommendations; (ref. 1.1.5.3).
3. New elevators as per the attached information, amounting to €52.000 started being constructed; (**Appendix 1**).

1.2 Other Facilities

We have arranged proper access for disabled persons from the car parking to the entrance of the elevator (ref. 1.2.8).

The University has made fully available teaching classrooms, lecture rooms, seminar rooms, laboratories and theatres as indicated below:

Classrooms:

There are 25 classes equipped with modern furniture, power-point, and electrical boards. Student capacity for these classrooms ranges from 30 to 50 students, 3 seminar rooms for 50 to 60 students, 1 conference room for 50 students and one theatre for 150 to 200 students; (ref 1.2.1. and 1.2.3).

Offices for teaching and administration staff:

There are 20 offices for teaching and administrative staff equipped with modern computers and furniture (ref. 1.2.2, 1.2.5).

1.6 As regards the parking spaces designed for students, all non-building plots on the campus, holding more than 150 parking places, have been made available for the use of students and University visitors in addition to the previous 46 parking places; (ref. 1.2.6).

It is very clear from the above that the university has secured a satisfactory structure for the projected number of students, faculty and administration. In addition, two additional buildings within the campus of 865m² and 3.960m² are under restoration;

2.0 Student Welfare Services

2.1 Parking Spaces for People with Disabilities

The University has already developed and applied parking spaces for people with disabilities. In addition, the university has applied to the Municipality of Strovolos and the Police Headquarters to obtain the approval of the authorities for the construction of special parking places in front of the entrance of the University for students with special needs. The University is compiling relevant rules and procedures for mitigating circumstances and special needs that are transparent and they will be published on the University website.

2.2 Recreation Areas

Philips University places great importance on the emotional, psychological and social maturity of students, arising from the strong belief 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 become good team players. Social relationships are thus developed through play and interaction.

To help students fulfil the above objectives, the University encourages them to use the available sport facilities either to exercise on their own or to train in a more formal way as members of the University teams which participate in various national tournaments. Physical education activities are guided by qualified staff. **On several occasions Philips sports teams have competed in Europe against other National champions.**

In pursuit of implementing its philosophy the University encourages students to participate in a variety of social and other creative extra-curricular activities which aim to help students 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 for viewing.

- **The University provides an extensive space of 477m² for housing a modern cafeteria offering facilities for students to enjoy the consumption of beverages and snacks.**
- **The University offers amateurs and professionals two multi-purpose open courts and outstanding sports opportunities for playing and training football, basket-ball, volley-ball, hand-ball and tennis.**
- A limited number of International Sports Scholarships may be available for outstanding athletes.

The Students' Union

The Students' Union to which all students automatically become members, is run by the students and operates for the benefit of the students. It exists to promote the social, cultural, academic and athletic life of the student body. The Union aims to represent the views of the students internally and externally of the University. Representatives of the Students' Union attend the University Council and Senate.

Clubs and Societies

A variety of opportunities are provided for students in their spare time and take the form of physical, social, cultural and other events. Clubs and Societies are formed according to the interests of the students, i.e, Dance, Music, Theatre, Photography, Fine Arts etc. The Clubs and Societies organise social events such as:

- Theatrical Performances,
- Photography Classes, Excursions and Exhibitions,
- Fine Arts Exhibitions,
- Concerts and Music Performances

Comments 2.7 and 2.9 as well as the general comments given are fully implemented through the University Charter and the Internal Institution's Internal Regulation, Rules and Policies. This implementation will be visible following the commencement of the operation of the University. Please see attached the relevant certificates concerning services linking the University with business; (Appendix 1):

- **Hellenic Society for the Protection of Nature.** and
- **Epsilon Net Group of Companies, Greece,**
-

3.0 Infrastructure

As regards points 3.1, 3.2, 3.3, 3.4 above, concerning the computers available for students, the technological and technical support, the University has already extended the working hours of the Library and the computer labs. In addition, the University has placed an order for computers and interactive digital boards, most of which have already been delivered (**Appendix 2** consists of a copy of the invoices concerning new computers and interactive boards), amounting to €63,052.75.

The University has made arrangements for Eduroam and Eduroam to be available; (ref. 3.3) and the Classter Library System which has been adopted by the University has been integrated in an effective way (ref. 3.4).

1. Institution's Academic Profile and Orientation

We fully agree with the assessment of the academic profile and orientation of the institution.

Representatives from business, public sector and overseas universities participate in the University Council and other advisory bodies follows:

- Mr Nondas Metaxas, ex-Chief Executive Officer of the Cyprus Stock of Exchange;
- Mr Symeon Matsis, former Undersecretary of the Planning Bureau, and Ministry of Communication and Transport, of the Republic of Cyprus;
- Professor Emmanuel Petrakis, ex-Vice-Rector of the University of Crete;
- Professors from the universities: Aristotle of Salonica, National Kapodistrian University of Athens, Democritus University of Thrace, Klaipeda State University of Applied Sciences, Lithuania etc.
- Representatives from Epsilon Net Group of Companies, Greece.

Transfer of Students

Students from the Philips College will be transferred to the University following the admission and transfer policy of the University which appears in the Institutional Application under the title “**transfer of students from other institutions**”. More precisely the procedure followed is similar to that applied by other private universities in Cyprus.

Areas for improvement and recommendations

All of the areas for improvement and for recommendations are fully implemented and will be in effect with the operation of the University.

2. Quality Assurance

2.2 Regarding the comments and suggestions on Quality Assurance, the University has developed and applied a detailed quality procedure which is included in the Internal Institution's Internal Regulation, Rules and Policies and explains fully how quality is ensured; (**Appendix 3**).

Concerning the policy on plagiarism, the University has developed an effective mechanism to avoid and handle cases of plagiarism which are explained in detail in the Institution's Internal Regulation, Rules and Policies (**Appendix 4**).

As regards students' participation in the Quality Assurance Committee it is determined by the existing guidelines of the CYQAA.

Final Examinations

Concerning the comment on final examination (70%) for assessment, it is clarified that 70% constitutes the total of both the mid-term (20%) and the final examination (50%), and 30% is for continuous assessment (attendance, participation and assignments).

3. Administration

The University appreciates the very positive assessment on the Administration.

4. Learning and Teaching

Concerning the involvement of Faculty members so that they engage more actively in the program structure and development, a specific Committee for the Development of a new program puts together the contributions of individual Faculty members in order to develop and complete the curriculum of the program. In addition, the Chair-person and the program Co-ordinator ensure continuous participation of Visiting Professors and other external experts.

Regarding the involvement of stakeholders, each School forms a Stakeholders' Advisory Board and actively seeks their advice for matters of Quality Assurance, development areas, new strategies evolving educational needs and new sets of

skills. In addition, the required by CYQAA Internal Quality Assurance Committee of Department is actively involved in the development of new program of study.

Admission Criteria

The Admission criteria are described in detail in the Internal Institution's Internal Regulation, Rules and Policies. In brief, admission to undergraduate courses requires:

- Graduation from an approved course in an accredited secondary education school of 12 years of education and, in addition, evidence that the applicant is competent in written and spoken English, and successful completion of a personal interview with our Admission Officers, either in person or by phone/skype OR holders of three GCE at Advanced level and O.L. in English Language.

The above admission requirements for undergraduate courses are in line with the law of private universities. In addition, the University Authorities have already enriched the existing admission requirements with the placement test as follows.

Placement Test

All new students are required to take standardized placement tests. Placement tests aim to assess each student's potential and measure quantitative and verbal aptitudes. Placement tests are administered during orientation week. All tests are then screened by a panel. Appropriate programs are then drawn up to assist students in light of the observations made by the panel.

5. Teaching Staff

The recruitment of faculty is still in progress, based on already announce in both Press and the University's website regarding job vacancies. The University has decided to recruit permanent junior faculty and early career researchers, thereby increasing the percentage of Faculty employed exclusively by the University.

The University has already made the necessary arrangements for mentoring new Faculty members.

6. Research

The University has developed a comprehensive research policy which appears in the Internal Institution's Internal Regulation, Rules and Policies; **(Appendix 5)**.

According to its Research Policy, the University values and supports research activity by faculty members as reflected by specific incentives such as teaching reduction load, covering expenses for visiting conferences and publishing. In addition, we support junior members for career profession and promotion and administrative staff. Special care is taken to enhance a supportive environment and culture through funding and management.

The University has already made arrangements to acquire databases for Accounting and Business Research (Compustat, Amadeous and Bloomberg, etc.).

The University has already appointed a Research Management Committee which comprises of visiting and permanent full-time faculty members, who have a long record of international publications and research activity. This Research Management Committee implements the Research Policy. Junior faculty members, business entrepreneurs and stakeholders from Cyprus and Greece are engaged in this process. The Research Center is headed by Professor John S. Kaminarides, an internationally established Researcher.

Conclusions and Final Remarks

Philips University appreciates the constructive comments and recommendations of the ECC. As for the suggestions for improvements, the University has already fully implemented all of them.

Philips University is gratified by the statement of the EEC that:

“The applicant institution shows a lot to commend. These include the commitment and perseverance of the founder-president, the business model innovation that is based on quality staff from other institutions, its intention to combine quality teaching with research, the location and facilities”.

Philips University's responses on the observations of the EEC are the following:

1. The University has already introduced differentiated courses on Philips programs of study which are closely aligned to national and market needs such as: Health Services Management, Economics of Health Services, Strategic Management of Tourism, Hospitality Events. In addition, general education courses related to Cyprus and Europe have been incorporated in the first and second years of study.
2. Recruitment of faculty is still in progress, and the university has handled issues pertaining to hiring, training and mentoring junior faculty members for academic entry, and for development of a research portfolio in their subject specializations.
3. The Program Coordinators for all the programs of study belong to the permanent Faculty.
4. The University has developed clear recruitment and promotion policies which can be found in the Internal Institution's Internal Regulation, Rules and Policies of the University. A special Committee which comprises permanent and visiting Faculty has been formed for the improvement of the recruitment and promotion policies.
5. Those students from Philips College who wish to be transferred to the University will be transferred following the admission and transfer policy of the University, which appears in the Institutional Application, under the title **transfer of students from other institution**. More precisely, the procedure followed is similar to that applied by other private universities in Cyprus.
6. Two more buildings of 3.960m² and 865m² situated in the same campus of the university are available for future needs of the University. The Council of the University has already approved the budget for the purchase of databases such as: **Datastream, Compust, Amadeous, Boomberg etc**. In addition, to the purchase of databases, Journal access has been extended to all the workstations in staff offices.
7. Philips University undertakes periodic reviews of market needs and related prospective demands. The University offers specialized short courses for individual organizations and consulting services.

Philips University has an established alumni network. The alumni members attest to the high reputation of the University, and are actively supportive and engaged with all University's activities.

8. The University has developed a comprehensive Research Policy. A Research Management Committee which comprises of visiting and permanent and visiting Faculty members, who have extensive research activity and publications in international journals have been formed to improve the implementation of a clear and transparent Research Policy.
9. A Special Committee has been appointed with the aim of bringing into the decision making processes more local stakeholders and business partners.
10. As it has already been mentioned above, buildings which were erected within plots 857 and 858, situated in the same campus of the University are available for further building expansion.
11. The University has already developed processes concerning the engagement of visiting Faculty members in the continuous review of its programs.

Conclusion

Taking into consideration the positive Report of the EEC and the full implementation of their recommendations, including those concerning the Business Studies program, the University is in a position to begin its operation in February 2020, beginning of the Spring Semester.



Professor Natsopoulos Demetrios
Rector



Professor Shiakallis Constantina
Vice-Rector for Academic Affairs

APPENDICES

Appendix 1

Elevators

INTERLIFT



InterLift

SUPPLY, INSTALLATION, RENOVATION AND MAINTENANCE OF ALL TYPES OF LIFTS

PHILIPS UNIVERSITY LTD
Τηλ.22441860
Λευκωσία

16.12.2019

Σας δίδεται πιο κάτω λεπτομερής προσφορά για την προμήθεια και εγκατάσταση δυο Ηλεκτρικών Ανελκυστήρων με μηχανοστάσιο στην οροφή για το Philips Univeristy Ltd στην Λευκωσία .

Ημερ16.12.19		Ref. No
Εργο:	PHILIPS UNIVERISTY LTD	IT219127

ΗΛΕΚΤΡΙΚΟΣ ΑΝΕΛΚΥΣΤΗΡΑΣ ΕΠΙΒΑΤΩΝ- ΧΩΡΙΣ ΜΗΧΑΝΟΣΤΑΣΙΟ

ΤΕΧΝΙΚΕΣ ΠΡΟΔΙΑΓΡΑΦΕΣ

ΕΙΣΑΓΕΤΑΙ ΕΞΟΛΟΚΛΗΡΟΥ ΑΠΟ ΤΟ ΔΙΕΘΝΗΣ ΦΗΜΗΣ ΕΡΓΟΣΤΑΣΙΟ

MAC PUARSA ΙΣΠΑΝΙΑΣ (ISO 9001)

ΒΑΣΗ ΤΩΝ ΚΑΝΟΝΙΣΜΩΝ EN 81-20/50 -2014

Αριθμος Ανελκυστηρων	2
Τυπος	Επιβατηγοι
Ειδος	Ηλεκτρικοι
Τυπος	MP610GO -C
Μηχανοστασιο	Στην Οροφη πανω από το φρεατιο
Φορτιο	480 Κιλά (6 άτομα)
Διαδρομη	19000mm (περίπου)
Αρ. Στσεων	7(0,1,2,3,4,5,6)
Αρ. Θυρων Φρεατος	7 στην ίδια πλευρα .
Αρ. Θυρων Θαλαμου	1
Διαστασεις Φρεατιων	1500mm(Πλάτος) X1800mm(Βαθος)
Ανω απολυξη (Headroom)	3800mm
Κατω απολυξη (Pit)	1500mm
Ταχυτητα	1.0m/s VVVF (Variable Voltage Variable Frequency)
Αναρτηση (roping)	1 : 1
Κινητηριος μηχανισμος	Εξειδικευμενη μηχανη VVVF (Variable Voltage Variable Frequency- Gearless) Mac Puarsa MaGO -125 Χωρις μειωτηρα στροφων, με τριφασικο μοτερ (εξειδικευμενος κινητηρας αναλογιας ρευματος 1:2.75 οπως προβλεπεται απο την ΑΗΚ) καταλληλο για 180 εκκινήσεις / ωρα.Ισχυς μοτερ 4.2 Kw, Διάμετρος τροχαλίας 240mm.Συρματόσχοινα 4 x10 mm

ΘΑΛΑΜΟΣ (SUPRA -STAINLESS STEEL)

Τυπος	SUPRA- STAINLESS STEEL
Διαστασεις	1000 mm (Πλάτος) X1250 mm (Βαθος) X 2100mm (Υψος).
Κατασκευη & Διακοσμηση Θαλαμου	Θαλαμος κατασκευασμενος απο φυλλα



InterLift

SUPPLY, INSTALLATION, RENOVATION AND MAINTENANCE OF ALL TYPES OF LIFTS

	<p>λαμαρινας ψυχρης εξελασεως στιριγιμενος σε μεταλλικο πλαισιο απο ραβδους μορφοσιδερου. Θαλαμος βαμμενος εσωτερικα και εξωτερικα με δυο στρωσεις αντισκουριακου .</p> <p><u>Τοιχωματα θαλάμου</u> : επενδυμένα από άριστης ποιτητας stainless steel</p> <p><u>Τσεκουλαδουρες & περιθωρεια των θυρων θαλαμου</u>: επενδυμενα απο satin stainless steel</p> <p><u>Ο θαλαμος θα περιλαμβανει</u> :</p> <ul style="list-style-type: none"> • φωτισμο εκτακτου αναγκης • εξαερισηρα ανωθεν ψευδοροφης • χειρολαβη στρογγυλης διατομης stainless steel στην πισω πλευρα του θαλαμου.
Φωτισμος	Φωτισμος απο 4No Led Spot Lights Ψευδοροφη L40 mirror stainless steel silver
Πατωμα	Το δάπεδο του θαλάμου θα είναι προετοιμασμένο για επένδυση γρανιτη/μαρμαρου παχους 20mm (προμηθεια και εγκατασταση απο αλλους)

ΘΥΡΕΣ ΘΑΛΑΜΟΥ	
Τυπος	Mac Puarsa, Automatic ,PC/2T VVVF
Μοτερ	VVVF (Variable Voltage Variable Frequency)
Ανοιγμα	Αυτόματες δυο φύλλων τηλεσκοπικού ανοίγματος
Διαστασεις	800 mm (Πλατος)mm X 2000mm(Υψος)
Επενδυση Θυρων	Επενδυμενες από satin stainless steel
Ασφαλεια Θυρων	<ul style="list-style-type: none"> • Μηχανικη • Φωτοκύτταρα σε ολο το υψος της πορτας

ΘΥΡΕΣ ΟΡΟΦΩΝ	
Τυπος	Mac Puarsa, Automatic PA -91/AT2
Ανοιγμα	Αυτόματες δυο φύλλων τηλεσκοπικού ανοίγματος.
Διαστασεις	800 (Πλατος)mm X 2000mm(Υψος)
Επενδυση Θυρων	Επενδυμενες από satin stainless steel
Πλαισια Θυρων Οροφων	Επενδυμενα απο satin stainless steel
Πυριμαχη ανοχη θυρων	2 ωρων
Ασφαλεια Θυρων	Emergency key opening Manual opening in case of power failure

ΣΥΣΤΗΜΑ ΕΛΕΓΧΟΥ	
Τυπος Πινακα Ελεγχου	Mac Puarsa ,MP VS / VVVF (Variable Voltage Variable Frequency) Duplex Up & Down Collective με αυτοδιαγνωση βλαβών.
Σύστημα αυτομάτου απεγκλωβισνου επιβατων σε περιπτωση διακοπης ρευματος	Συμπεριλαμβάνεται με σύστημα UPS

InterLift

SUPPLY, INSTALLATION, RENOVATION AND MAINTENANCE OF ALL TYPES OF LIFTS

ΚΟΜΒΙΑ & ΕΝΔΕΙΞΗ	
<i>Κομβία</i>	Mac Puarsa, Compac Corana, Antivandal Braille type T stainless .steel
<i>Κομβιοδοχος Θαλαμου</i>	Column type (stainless steel) , raille: <ul style="list-style-type: none"> - Κομβιο για καθε σταση - Κομβιο κινδυνου - Κομβιο για ανοιγμα θυρων - Φωτεινα βελη για την διευθυνση της Κινησης - Liquid Crystal Display 639 - Φωτισμο εκτακτου αναγκης 2 ωρων - Οπτικη και ακουστικη ενδειξη υπερφορτωσης - Fonomac (autodialer) + GSM Connection
<i>Κομβιοδοχοι Οροφων</i>	Stainless steel, Braille : <ul style="list-style-type: none"> - Ένα Κομβιο κλησεως στους ακραιους και δυο κομβια κλησεως στους ενδιάμεσους - Liquid Crystal Display 639 σε ολους τους οροφους

ΔΙΑΦΟΡΑ	
<i>Οδηγοι θαλαμου & αντιβαρου</i>	Συμπαγης σιδηρος διατομης T70/70/9(Calibrated) T50/50/5(Calibrated)
<i>Μηχανισμοι Ασφαλειας</i>	<ul style="list-style-type: none"> • Ασφαλιστικη διαταξη αρπαγης προοδευτικης πεδησης • Ηλεκτρομηχανικη μανδαλωση θυρων • Φωτοκκυτταρα σε ολο το υψος της θυρα • Μηχανικη διαταξη στις θυρες ανελκυστηρα • Συστημα υπερφορτωσης Overload
<i>Φωτισμος εκτακτου αναγκης</i>	2 ωρων
<i>Ευρωπαϊκη Οδηγια 95/16/EK</i>	<ul style="list-style-type: none"> • Συστημα overload- full load • Θερμοστατης στον πινακα ελεγχου • Προστατευτικο καλυμα τροχαλιας • Προοδευτικο συστημα αρπαγης για πανω και κατω κατευθυνση • Συστημα Fonomac για ενδοεπικοινωνια θαλαμου με μοναδα συντηρησης 24 ωρες • Τηλεφωνικη συσκευη στην κατω απολυξη και στην οροφη του θαλαμου • Προστατευτικο τοιχωμα αντιβαρου • Σκαλα στην κατω απολυξη • Φωτισμος Φρεατιου
<i>Εξαεριστηρας ανωθεν ψευδοροφης</i>	Συμπεριλαμβανεται
<i>Περιοδος Εγγυησης</i>	Δυο (2) χρονια απο την ημερα λειτουργιας και ελεγχου απο τις αρμοδιες αρχες
<i>Δωρεαν Συντηρηση</i>	Ενα (1) χρονο απο την ημερα λειτουργιας και ελεγχου απο τις αρμοδιες αρχες



InterLift

SUPPLY, INSTALLATION, RENOVATION AND MAINTENANCE OF ALL TYPES OF LIFTS

Προτυπα :

Ολες οι εργασίες ,υλικά , εξαρτήματα είναι βάση των Ευρωπαϊκών & Κυπριακών προτύπων Ανεγκυστηρών EN 81-20/50 : 2014

Εργασίες που δεν συμπεριλαμβάνονται στη προσφορά.

- (α) Παροχή φρεατίου για εγκατάσταση του ανεγκυστηρα με μεγίστη αποδεκτή αποκλίση 2εκ.Ανοίγματα για κομβιοδοχους, και τρυπες στην πλάκα μηχανοστασιου(για ηλεκτρικο ανεγκυστηρα).
- (β) Παροχή Ηλεκτρικου ρευματος, κεντρικου διακοπη και ασφαλειων στο Μηχανοστασιο Ανεγκυστηρα.
- (γ) Φρεατιο ,πηγαδι, μηχανοστασιο να είναι στεγανοποιημενα και χωρις οποιαδηποτε αχρηστα υλικά .
- (δ) Αποθηκευτικος χωρος και εκφορτωση μηχανηματων.
- (ε) Οικοδομικες και ξηλουργικες εργασίες . Οποιαδηποτε οικοδομικη ή ξηλουργικη εργασία εχει σχεση με τον ανεγκυστηρα πρεπει να εκτελειτε λαμβανοντας υποψη και την γνωμη της εταιρειας μας προς αποφυγη εκ των υστερων προβληματων.
- (ζ) Η Διευθετηση για ελεγχο απο την ΑΗΚ θα γίνεται από τον Ηλεκτρολόγο του εργοδοτη αφου η εταιρεια προσκομισει σε αυτον ολες τις αναγκαιες πληροφοριες και σχεδια που αφορουν την λειτουργια του ανεγκυστηρα.
- (η) Προσωρινα καλυμματα σε ολες τις θυρες του ανεγκυστηρα απο την εναρξη των εργασιων μεχρι την αποπερατωση

Εργασίες που συμπεριλαμβάνονται στη προσφορά

- (α) Τα εξοδα πιστοποίησης και ετοιμασίας τεχνικου φακελου του ανεγκυστηρα από ανεξαρτητο πιστοποιιων οργανισμο(Notify Bodies) για το CE marking.
- (β) Παροχη σκαλωσιας στο φρεατιο.



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ΠΛΗΡΩΜΗ :

- 35% Με την υπογραφή των συμβολαίων
- 35% Πριν από την φορτώση του ανελκυστήρα από την κατασκευάστρια εταιρεία
- 25% Ανάλογα με την πρόοδο της εργασίας
- 5% Με την παραδοση του ανελκυστήρα σε λειτουργία

Ισχύς προσφοράς : 30 ημερες

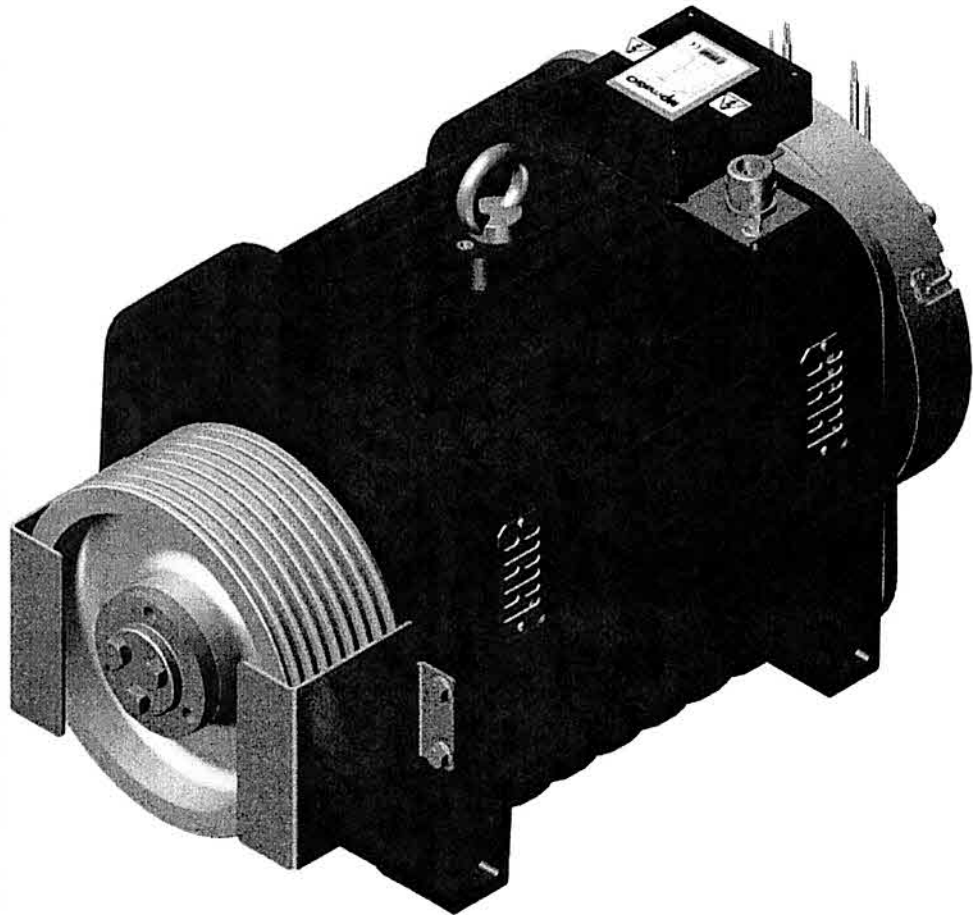
Παραδοση : 4 μηνες

Δια INTERLIFT LTD
INTERLIFT LTD
P.O. Box 28863
2083 STROVOLOS - NICOSIA
V.A.T. No: 10077939 Y
Νίκος Αγαπίου
Διευθυντής Πωλήσεων



GEARLESS MACHINE

maGO



GENERAL FEATURES

- Modular design which optimises the scale of installation needs.
- Robustness and durability.
- Compact solution.
- Ease of assembly and installation.
- Silent operation. Sound power level of < 44 dBA.
- The brake acts as a protection device against excess car speed when ascending. This falls in line with EN 81-1 and EN 81-20/50 (certificate EC-Type Examination).
- Machine connection is achieved via a 5 m shielded cable (with the possibility of using 10, 15 and 20 m cables). Plug-in cables that avoid the chance of error during assembly.
- Encoder: EnDat-Heidenhain ECN 413 2048.
- Option of brake manual opening.
- Option of motor treated for use in tropical conditions.



GEARLESS MACHINE maGO



TECHNICAL FEATURES

SUSPENSION 2:1

MODEL	Rated Load (kg)	Rated Torque (Nm)	Rated Curr. (A)	Power (kW)	Máx. Shaft Load (N)	Rated Speed (m/s)	Ø Pulley (mm)	(Hz)	Voltage (V)	Nr. Poles	rpm	A/h	Duty	M2n (Nm)	BRAKE Power (W)	Voltage DC (V)	Weight (kg)
maGO075.2.240	400	180	9.1	3.0	25000	1	240	18.6	400	14	159	120	40%	2x200	2x85	207	158
maGO100.2.240	525	240	11.2	4.0	25000	1	240	18.6	400	14	159	180	40%	2x300	2x85	207	170
maGO125.2.240	675	300	14.1	5.0	25000	1	240	18.6	400	14	159	180	40%	2x300	2x85	207	182
maGO125.2.240.16	675	300	22.8	8.0	25000	1.6	240	29.7	400	14	254	180	40%	2x300	2x85	207	182
maGO150.2.240	800	360	17.3	6.0	30000	1	240	18.6	400	14	159	180	40%	2x480	2x85	207	202
maGO175.2.240	1000	420	17.6	7.0	30000	1	240	18.6	400	14	159	180	40%	2x480	2x85	207	214
maGO200.2.240	1150	480	21.3	8.0	30000	1	240	18.6	400	14	159	180	40%	2x480	2x85	207	232
maGO200.2.240.16	1000	480	34.9	12.8	30000	1.6	240	29.7	400	14	254	180	40%	2x480	2x85	207	232
maGO250.2.240	1250	610	27.9	10.2	30000	1	240	18.6	400	14	159	180	40%	2x700	2x140	207	268
maGO275.2.240	1600	700	32.6	11.7	30000	1	240	18.6	400	14	159	180	40%	2x700	2x140	207	280
maGO275.2.270	1600	700	32.6	10.3	30000	1	270	16.5	400	14	141	180	40%	2x700	2x140	207	285
maGO150.2.320	600	360	14.3	4.5	30000	1	320	13.9	400	14	119	180	40%	2x480	2x85	207	212
maGO175.2.320	675	420	15.3	5.3	30000	1	320	13.9	400	14	119	180	40%	2x480	2x85	207	224
maGO200.2.320	800	480	18.1	6.0	30000	1	320	13.9	400	14	119	180	40%	2x480	2x85	207	242
maGO200.2.320.16	750	480	34.9	9.6	30000	1.6	320	22.2	400	14	191	180	40%	2x480	2x85	207	242
maGO225.2.320	900	550	20.3	6.9	30000	1	320	13.9	400	14	119	180	40%	2x700	2x140	207	264
maGO250.2.320	1000	610	23.1	7.7	30000	1	320	13.9	400	14	119	180	40%	2x700	2x140	207	276
maGO150.2.400	480	360	14.3	3.6	30000	1	400	11.2	400	14	96	180	40%	2x480	2x85	207	217
maGO150.2.400.16	480	360	17.3	5.8	30000	1.6	400	17.9	400	14	154	180	40%	2x480	2x85	207	217
maGO175.2.400	525	420	15.3	4.2	30000	1	400	11.2	400	14	96	180	40%	2x480	2x85	207	229
maGO175.2.400.16	525	420	17.6	6.8	30000	1.6	400	17.9	400	14	154	180	40%	2x480	2x85	207	229
maGO200.2.400	630	480	18.1	4.8	30000	1	400	11.2	400	14	96	180	40%	2x480	2x85	207	247
maGO200.2.400.16	630	480	21.3	7.7	30000	1.6	400	17.9	400	14	154	180	40%	2x480	2x85	207	247
maGO225.2.400	750	550	20.3	5.5	30000	1	400	11.2	400	14	96	180	40%	2x700	2x140	207	269
maGO250.2.400	800	610	23.1	6.1	30000	1	400	11.2	400	14	96	180	40%	2x700	2x140	207	281
maGO250.2.400.16	800	610	27.9	9.8	30000	1.6	400	17.9	400	14	154	180	40%	2x700	2x140	207	281

Data valid for: Efficiency 85% / Run 18 m

For maGO with Rated Speed < 1 m/s, take maGO for Rated Speed = 1 m/s and adjust the power supply frequency.

For maGO at 1 m/s < Rated Speed < 1.6 m/s, take maGO for Rated Speed = 1.6 m/s and adjust the power supply frequency.

maGO FOR SINGLE-PHASE INSTALLATION

SUSPENSION 2:1

MODEL	Rated Load (kg)	Rated Torque (Nm)	Rated Curr. (A)	Power (kW)	Máx. Shaft Load (N)	Rated Speed (m/s)	Ø Pulley (mm)	(Hz)	Voltage (V)	Nr. Poles	rpm	A/h	Duty	M2n (Nm)	BRAKE Power (W)	Voltage DC (V)	Weight (kg)
maGO100.2.240.T.50.M	450	207	10.2	1.7	25000	0.5	240	9.3	230	14	80	120	40%	2x300	2x85	207	170

Data valid for: Efficiency 80% / Run 18 m

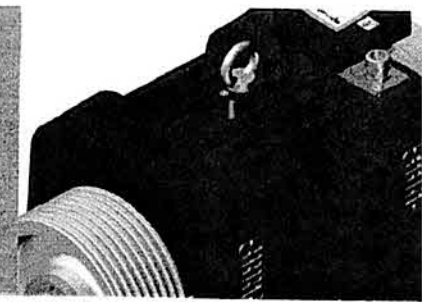
SUSPENSION 1:1

maGO125.1.240.T.80.M	225	270	11	1.8	25000	0.8	240	7.5	230	14	64	120	40%	2x300	2x85	207	182
maGO200.1.240.T.80.M	300	290	10.8	1.9	30000	0.8	240	7.5	230	14	64	120	40%	2x300	2x85	207	232
maGO275.1.240.T.50.M	450	464	10.4	1.9	30000	0.5	240	4.7	230	14	40	120	40%	2x480	2x85	207	280

Data valid for: Efficiency 80% / Run 18 m



GEARLESS MACHINE maGO



SUSPENSION 1:1

MODEL	Rated Load (kg)	Rated Torque (Nm)	Rated Curr. (A)	Power (kW)	Máx. Shaft Load (N)	Rated Speed (m/s)	Ø Pulley (mm)	(Hz)	Voltage (V)	Nr. Poles	rpm	A/h	Duty	BRAKE			Weight (kg)
														M2n (Nm)	Power (W)	Voltage DC (V)	
maGO100.1.160	320	240	11.2	3.0	25000	1	160	13.9	400	14	119	180	40%	2x300	2x85	207	170
maGO125.1.160	400	300	14.1	3.8	25000	1	160	13.9	400	14	119	180	40%	2x300	2x85	207	182
maGO150.1.160	480	360	14.3	4.5	25000	1	160	13.9	400	14	119	180	40%	2x480	2x85	207	202
maGO175.1.160	600	420	15.3	5.3	25000	1	160	13.9	400	14	119	180	40%	2x480	2x85	207	214
maGO075.1.240	180	180	5.4	1.5	25000	1	240	9.3	400	14	80	120	40%	2x200	2x85	207	158
maGO075.1.240.16	180	180	9.1	2.4	25000	1.6	240	14.9	400	14	128	120	40%	2x200	2x85	207	158
maGO100.1.240	225	240	6.8	2.0	25000	1	240	9.3	400	14	80	180	40%	2x300	2x85	207	170
maGO100.1.240.16	225	240	11.2	3.2	25000	1.6	240	14.9	400	14	128	180	40%	2x300	2x85	207	170
maGO125.1.240	320	300	8.1	2.5	25000	1	240	9.3	400	14	80	180	40%	2x300	2x85	207	182
maGO125.1.240.16	320	300	14.1	4.0	25000	1.6	240	14.9	400	14	128	180	40%	2x300	2x85	207	182
maGO150.1.240	400	360	9.7	3.0	30000	1	240	9.3	400	14	80	180	40%	2x480	2x85	207	202
maGO150.1.240.16	400	360	17.3	4.8	30000	1.6	240	14.9	400	14	128	180	40%	2x480	2x85	207	202
maGO175.1.240	480	420	11.3	3.5	30000	1	240	9.3	400	14	80	180	40%	2x480	2x85	207	214
maGO175.1.240.16	480	420	17.6	5.6	30000	1.6	240	14.9	400	14	128	180	40%	2x480	2x85	207	214
maGO200.1.240	525	480	11.9	4.0	30000	1	240	9.3	400	14	80	180	40%	2x480	2x85	207	232
maGO200.1.240.16	525	480	21.3	6.4	30000	1.6	240	14.9	400	14	128	180	40%	2x480	2x85	207	232
maGO225.1.240	630	550	14.4	4.6	30000	1	240	9.3	400	14	80	180	40%	2x700	2x140	207	256
maGO250.1.240	675	610	15.3	5.1	30000	1	240	9.3	400	14	80	180	40%	2x700	2x140	207	268
maGO250.1.240.16	675	610	27.9	8.2	30000	1.6	240	14.9	400	14	128	180	40%	2x700	2x140	207	268
maGO275.1.240	750	700	17.3	5.9	30000	1	240	9.3	400	14	80	180	40%	2x700	2x140	207	280
maGO275.1.240.16	750	700	32.6	9.3	30000	1.6	240	14.9	400	14	128	180	40%	2x700	2x140	207	280
maGO125.1.320	225	300	6.6	1.9	25000	1	320	7	400	14	60	180	40%	2x300	2x85	207	192
maGO150.1.320	320	360	7.5	2.3	30000	1	320	7	400	14	60	180	40%	2x480	2x85	207	212
maGO150.1.320.16	320	360	14.3	3.6	30000	1.6	320	11.2	400	14	96	180	40%	2x480	2x85	207	212
maGO175.1.320	375	420	9.0	2.6	30000	1	320	7	400	14	60	180	40%	2x480	2x85	207	224
maGO175.1.320.16	375	420	15.3	4.2	30000	1.6	320	11.2	400	14	96	180	40%	2x480	2x85	207	224
maGO200.1.320	400	480	9.9	3.0	30000	1	320	7	400	14	60	180	40%	2x480	2x85	207	242
maGO200.1.320.16	400	480	18.1	4.8	30000	1.6	320	11.2	400	14	96	180	40%	2x480	2x85	207	242
maGO225.1.320	480	550	11.5	3.5	30000	1	320	7	400	14	60	180	40%	2x700	2x140	207	264
maGO225.1.320.16	480	550	20.3	5.5	30000	1.6	320	11.2	400	14	96	180	40%	2x700	2x140	207	264
maGO250.1.320	525	610	12.5	3.8	30000	1	320	7	400	14	60	180	40%	2x700	2x140	207	276
maGO250.1.320.16	525	610	23.1	6.1	30000	1.6	320	11.2	400	14	96	180	40%	2x700	2x140	207	276
maGO275.1.320	630	700	13.8	4.4	30000	1	320	7	400	14	60	180	40%	2x700	2x140	207	288
maGO275.1.320.16	630	700	32.6	7	30000	1.6	320	11.2	400	14	96	180	40%	2x700	2x140	207	288
maGO175.1.400	225	420	7.7	2.1	30000	1	400	5.6	400	14	48	180	40%	2x480	2x85	207	229
maGO175.1.400.16	225	420	11.3	3.4	30000	1.6	400	9.0	400	14	77	180	40%	2x480	2x85	207	229
maGO225.1.400	375	550	9.7	2.8	30000	1	400	5.6	400	14	48	180	40%	2x700	2x140	207	269
maGO225.1.400.16	375	550	14.4	4.4	30000	1.6	400	9.0	400	14	77	180	40%	2x700	2x140	207	269
maGO275.1.400	480	700	11.9	3.5	30000	1	400	5.6	400	14	48	180	40%	2x700	2x140	207	293
maGO275.1.400.16	480	700	17.3	5.7	30000	1.6	400	9.0	400	14	77	180	40%	2x700	2x140	207	293

Data valid for: Efficiency 80% / Run 18 m

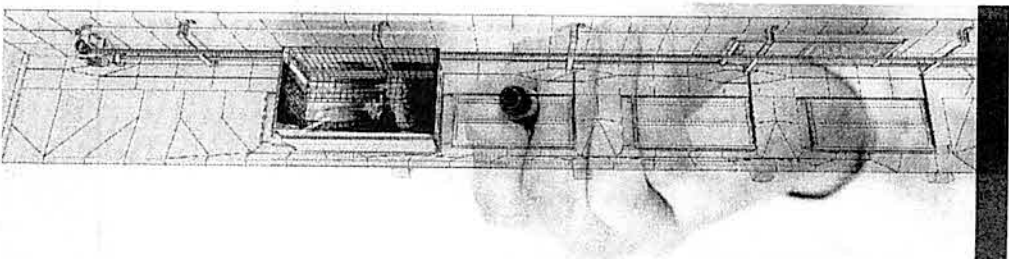
For maGO with Rated Speed < 1 m/s, take maGO for Rated Speed = 1 m/s and adjust the power supply frequency.

For maGO at 1 m/s < Rated Speed < 1.6 m/s, take maGO for Rated Speed = 1.6 m/s and adjust the power supply frequency.

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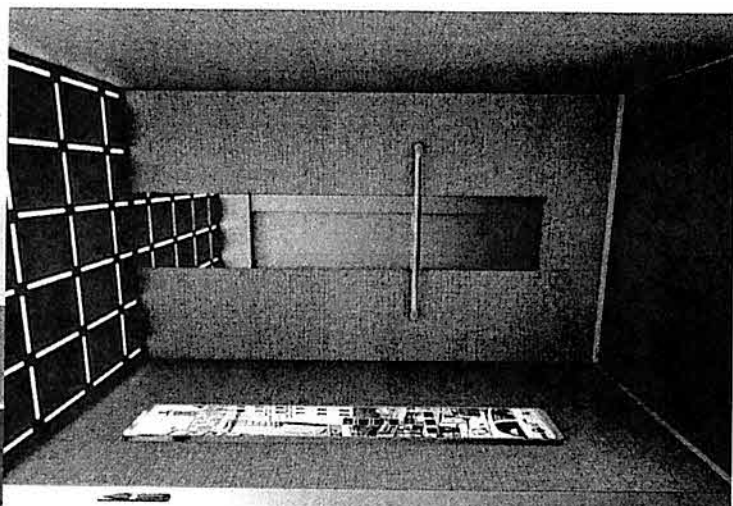
STYLE
 Available in 20 colors
 Customized for your
 LCD

TEOS
 Golden
 Bamboo

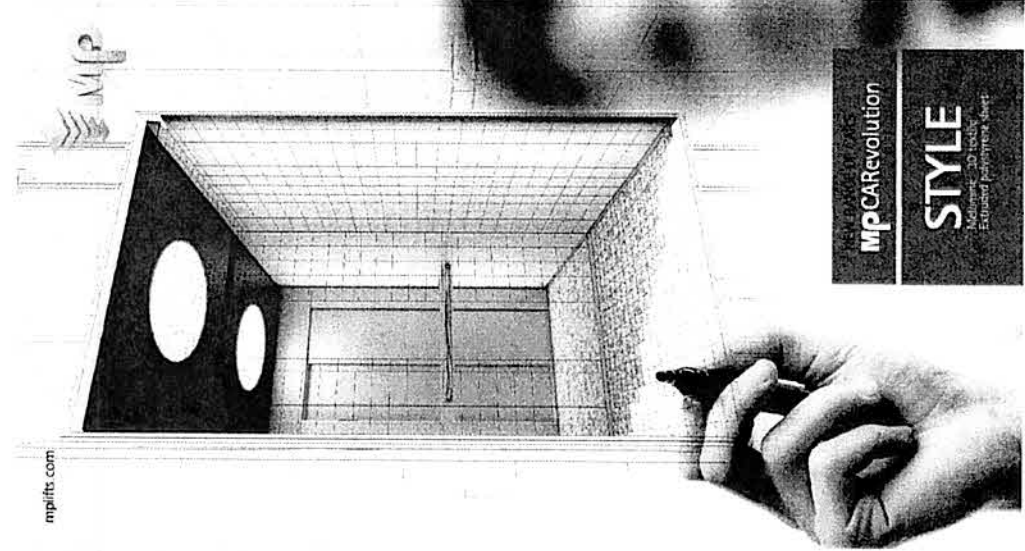
flexton
 Choose
 your style

WALL, FLOOR, Ceiling finishes | FLOOR: GSI
 ACRYLIC GREEN (NEW MATS) | OPERATING PANEL:
 MARBON, PINK PEARL (MATS) | OPERATING PANEL:
 PANEL FRAME: AL 11 COPY | OPERATING PANEL:
 AND DISPLAY LCD | HANDBOOK
 P1 1011 | MATERIALS BOARD: AL 11 Natural

Call flexton at the picture below



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STYLE
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 MARBON, PINK PEARL (MATS) | OPERATING PANEL:
 PANEL FRAME: AL 11 COPY | OPERATING PANEL:
 AND DISPLAY LCD | HANDBOOK
 P1 1011 | MATERIALS BOARD: AL 11 Natural

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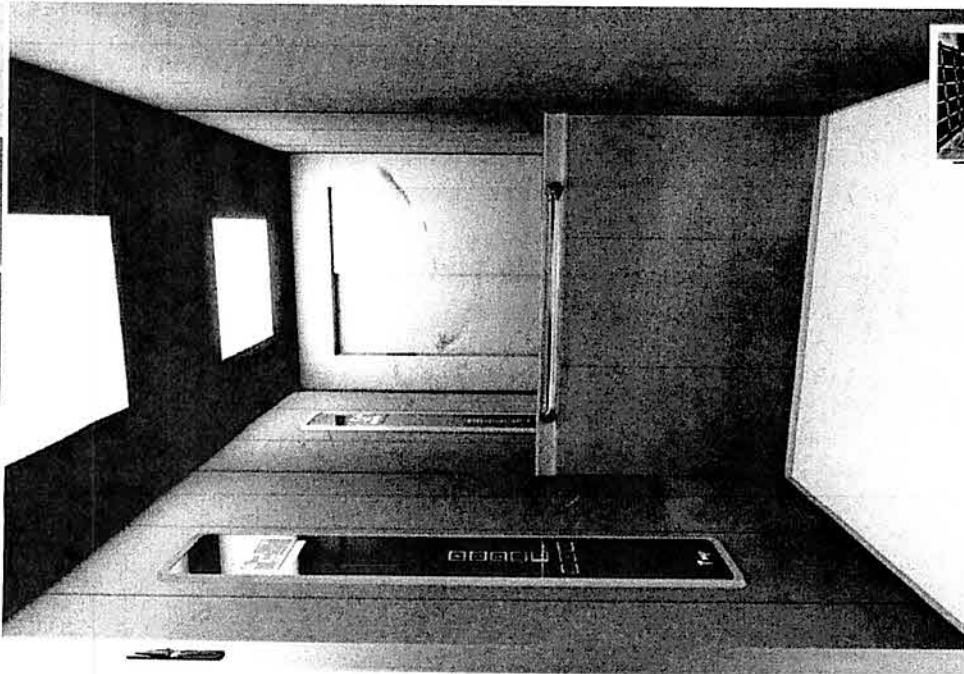
WALL: K41 Platinum | FLOOR: G59 Artica
 Granite White | CEILING: L95 | MIRROR: Parosk
 OPERATING PANEL FRAME: AL11 Grey
 OPERATING PANEL: FUSION COLOR AC7
 DISPLAY: LCD | HANDRAIL: P13X12
 SKIRTING BOARDS: AL12 Naturi

Car finishes in the picture below

FINISH
K41
 Platinum

FINISH
avatar
 imitation
 wood and
 stainless steel

VILITER
 Plastic-coated
 steel



K42 Timber

mplift.com



MPK2 11A

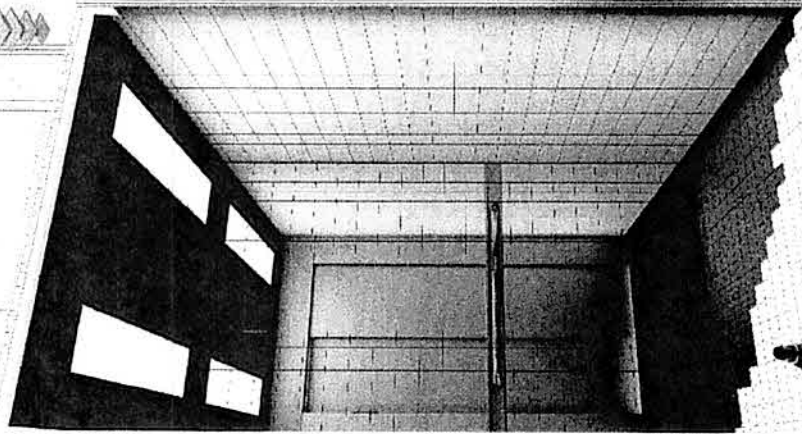
globalNETWORK

MP ALGERIA MP AUSTRALIA MP AUSTRIA MP CHINA MP CZECH REP. MP FINLAND MP GREECE MP HUNGARY
 MP ITALY MP JAPAN MP KOREA MP NETHERLANDS MP POLAND MP PORTUGAL MP ROMANIA MP RUSSIA MP SWEDEN MP SWITZERLAND
 MP THAILAND MP UKRAINE MP USA MP VIETNAM

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MpCARRevolution

VILITER
 Plastic-coated steel



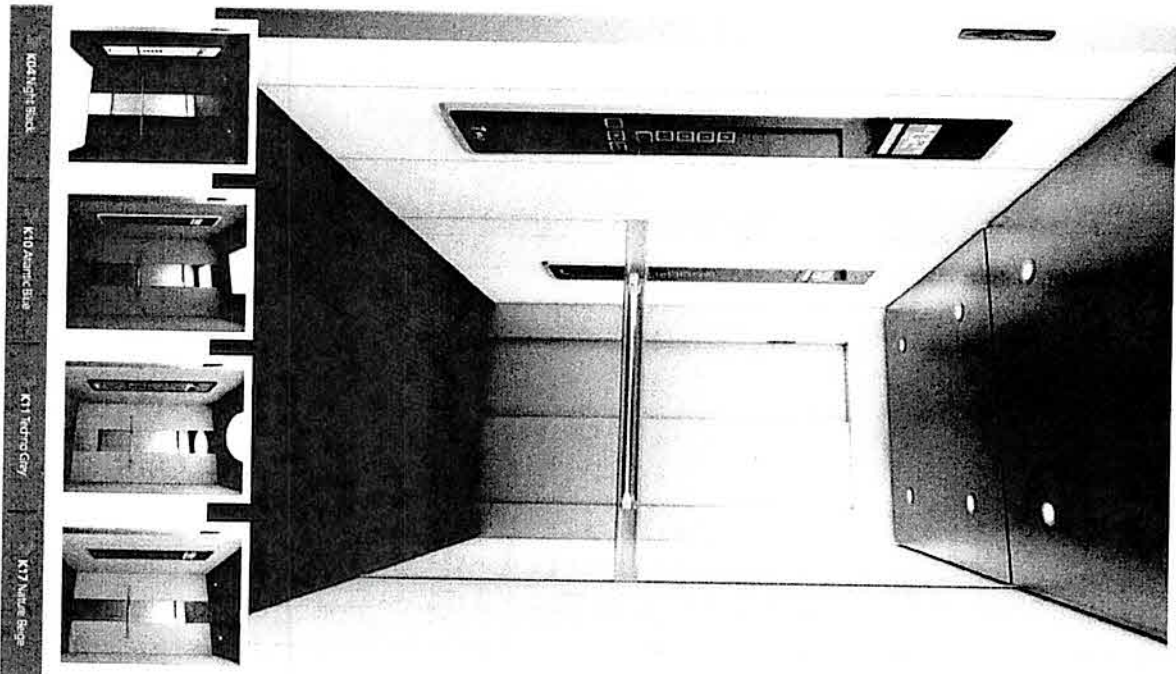
VILTER
Plastic-coated
steel

RANGE
Koloro
Plain colours

FINISH
K01 White

WALL: K01 White | FLOOR: R24 Circle Black
CEILING: L40 | MIRROR: full-length with Strip
OPERATING PANEL FRAME: AL11 Grey
OPERATING PANEL: FUSION COLOR A27
DISPLAY: LCD HANDBAL: P13X12 | SKIITING
BOARDS: AL12 Natural

1/2 Color options in the picture below



K04 Night Black

K10 Atlantic Blue

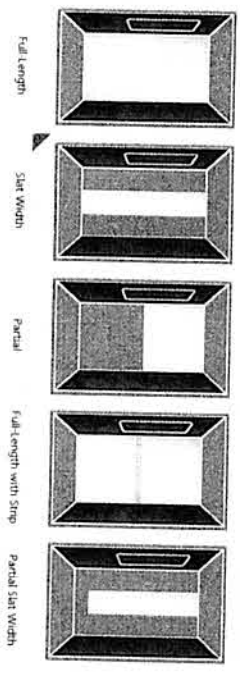
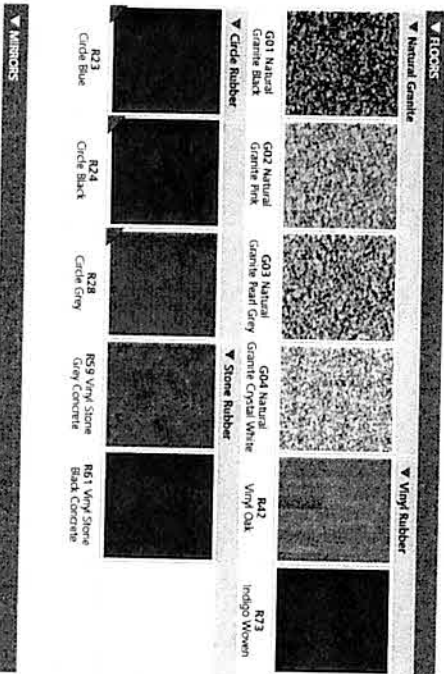
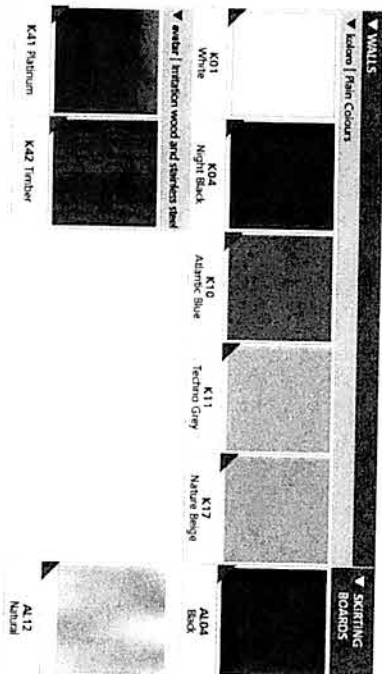
K11 Techno Grey

K17 Nature Beige

FINISHES

Aesthetic and innovative solutions to suit you

STANDARD

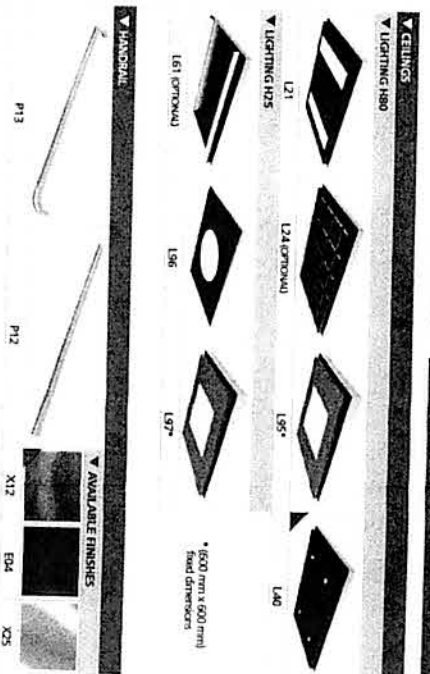


Aesthetic renewal:

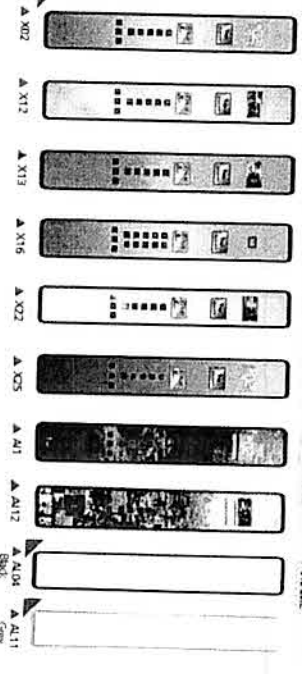
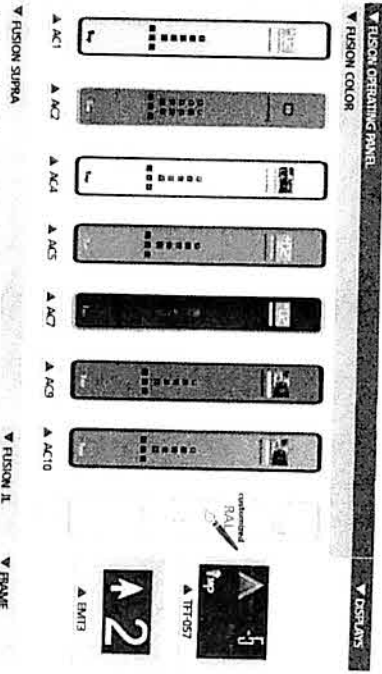
- New materials
- New FUSION OPERATING PANEL
- New impulse button
- New lighting systems

STANDARD

MP CAREvolution



* (500 mm x 500 mm) fixed dimensions

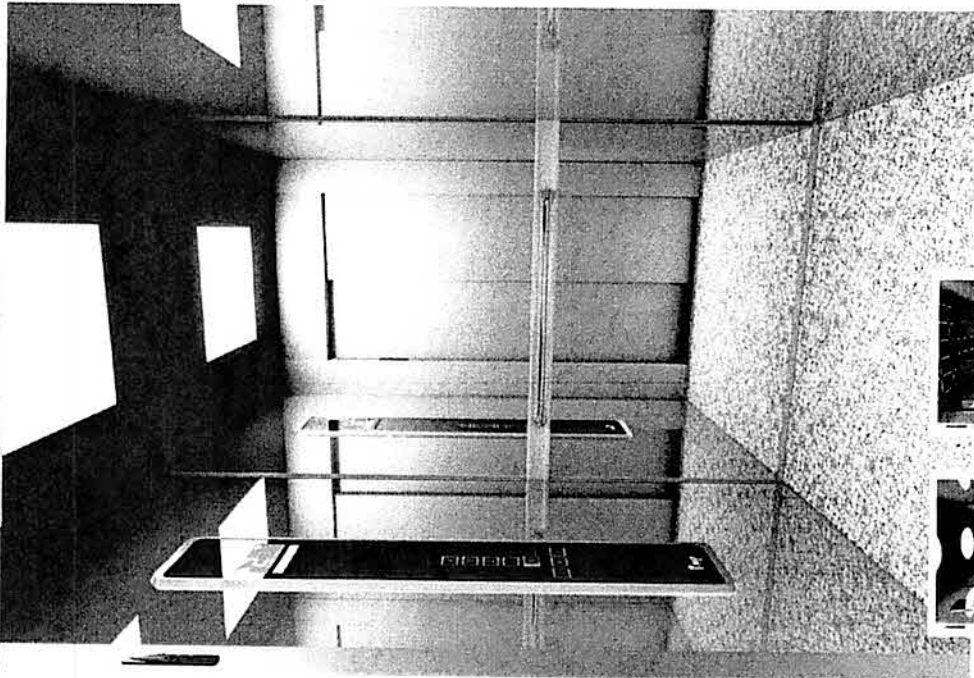


SUPRA
Stainless steel

FINISH
X25 Golden Shine

WALL: X25 Golden Shine | WALL: Gold Natural
Granite Crystal White | CEILING: L97 | MIRROR:
Full Length with Strip | OPERATING PANEL:
FRAME: AL11 Grey | OPERATING PANEL: FUSION
COLOR AC7 | DISPLAY: LCD | HANDRAIL: P13X12
SKIRTING BOARDS: X02 58 Finish Stainless Steel

Get finishes in the picture below



OTHER FINISHES



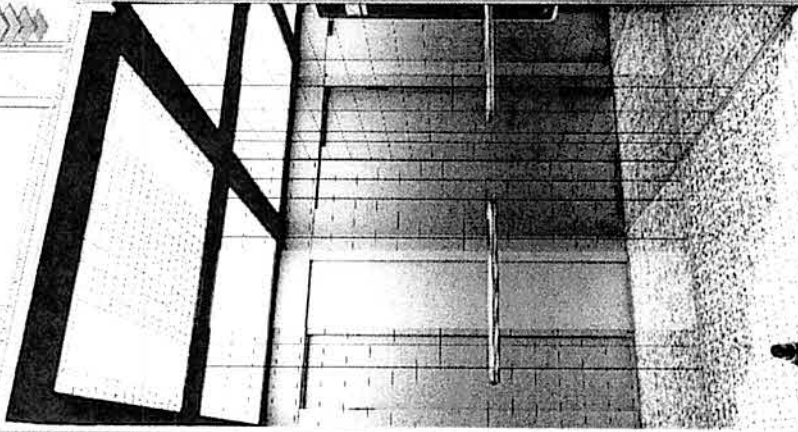
X13 Linear

X16 SB Fully Stainless Steel Plus

The wall panel consists of several slats. It is not made of a single part as shown in the picture



mplifts.com



MpCARevolution

SUPRA
Stainless Steel

globalNETWORK

MP ALGERIA · MP AUSTRALIA · MP AUSTRIA · MP CHILE · MP CHINA · MP CZECH REP. · MP FRANCE · MP GREECE · MP INDIA · MP ITALY · MP JAPAN · MP KOREA · MP MEXICO · MP NETHERLANDS · MP POLAND · MP PORTUGAL · MP ROMANIA · MP RUSSIA · MP SPAIN · MP SWITZERLAND · MP THAILAND · MP UK · MP USA

mplifts.com

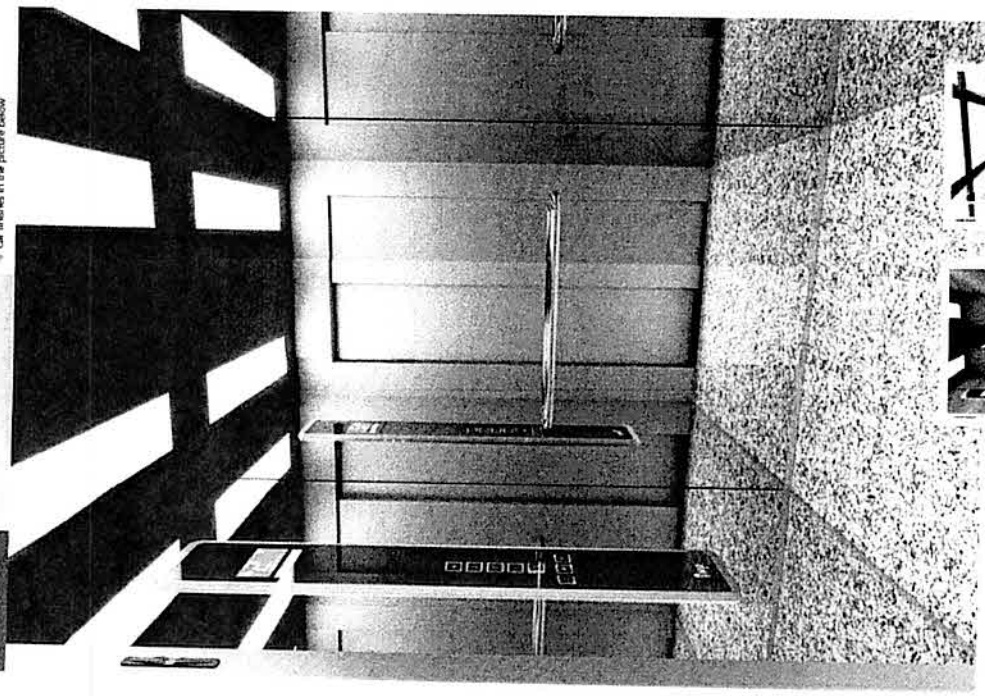
SUPRA

Stainless steel

FINISH
X22 SuperMirror Shine

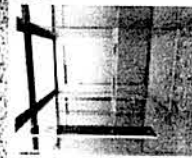
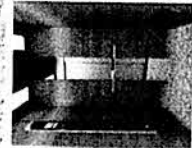
WALL: X22 SuperMirror Shine | FLOOR: G04 Natural Granite Crystal White | CEILING: L21 MIRROR: Skat Width | OPERATING PANEL FRAME: AL1 Grey | OPERATING PANEL: FUSION COLOR AC7 | DISPLAY LCD | HANDRAIL: PTX17 SKIRTING BOARDS: X22 Super Mirror Shine

Car finishes in the picture below



OTHER FINISHES

The wall panel consists of several slats, it is not visible if it unique part is shown in the picture



X22 5B Field Stainless Steel

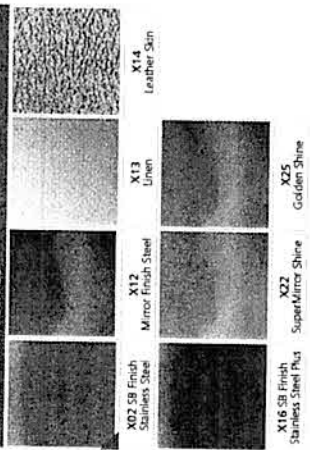
X12 Mirror Finish Steel

FINISHES

Aesthetic and innovative solutions to suit you

STANDARD

WALLS / SKIRTING BOARDS



FLOORS

ARTIFICIAL GRANITE



NATURAL GRANITE



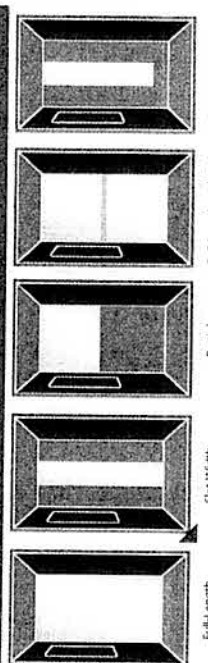
VINYL RUBBER



ANTIBACTERIAL RUBBER



MIRRORS

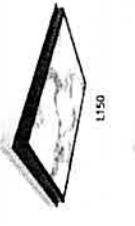


MpCARevolution

Aesthetic renewal:
 • New materials
 • New FUSION OPERATING PANEL
 • New impulse button
 • New lighting systems
 • STANDARD

CEILING

H80 LIGHTING



H25 LIGHTING



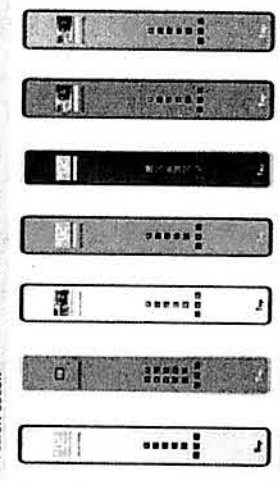
L95 (600 mm x 600 mm) fixed dimensions

HANDRAIL



FUSION OPERATING PANEL

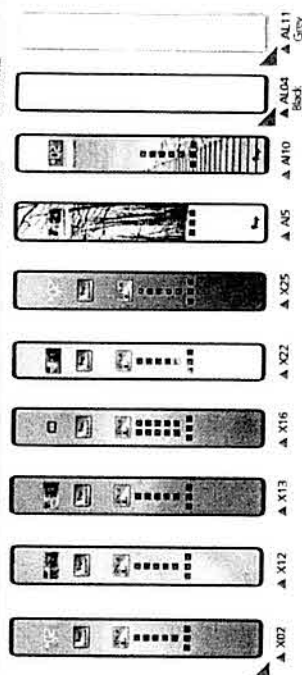
FUSION COLOR



EMBT



FUSION SUPRA



Appendix 2

Invoices

OFFICESERV

OFFICESERV

A & N OFFICESERV BUSINESS SOLUTIONS LTD

20, Spetson Str.
 P.O. Box 16133, 2086 Nicosia
 Tel: 22666700
 Fax: 22873848
 E-mail: info@officeserv.com.cy
 URL: www.officeserv.com.cy



T.I.C Reg. No. : 12132665 K

V.A.T Reg. No. : 10132665 I

CREDIT INVOICE

(Reprinted) Page:4 of 4

THE PHILIPS UNIVERSITY
 Tel: 22441860, Fax: 22315222
 Mob: 22441890valanto
 Home: 22441863

*PAID By bank transfer
 through Hellenic Bank*

Document No. : SI00259242
 Document Date : 17/01/2020
 Account : 22113193
 Delivery Date : 17/01/2020
 Payment : Credit (Only Credit)
 Store : NICOSIA STORE
 Salesperson : PARIS ROUSSOS
 Currency : EUR Rate : 1.000000
 Payment Terms : PAID ADD DUE DATE
 Details :

A/A	Item Code	Description	Qty	Price	Disc %	Vat %	Amount
29	BG-030	E-TRAIN NOTEBOOK BAG 15.6" NYLON	7	12.00		19	84.00
30	F6V25AE	HP INK 652 BLACK for DJ 1115/2135/3635/3835/4535/4675	1	10.66		19	10.66
31	F6V24AE	HP INK 652 TRI COLOR for DJ 1115/2135/3635/3835/4535/4675	1	9.09		19	9.09
32	5099206018112	LOGITECH PRESENTER WRLS R400	2	25.00		19	50.00
33	SER-MACHINE	SERVICE / LABOUR 5 X PROJECTOR	5	25.00		19	125.00
34	SER-COM	SERVICE / LABOUR FOR COMPUTER	25	50.00		19	1,250.00
35	5099206065062	LOGITECH MOUSE B170 WRLS OPTICAL USB	7	11.00		19	77.00
36	F6U66AE	HP INK 302 BLACK FOR DJ1110/2130/3630/Envy 4520/4524/OJ 3830	2	11.58		19	23.16
37	4902505163166	PILOT PEN BL-G2-7 FINE BLACK	12	1.25		19	15.00
38	703305139528	TIPP-EX MICRO TAPE CORRECTOR - TWIST 8M	12	1.20		19	14.40
39	8012212022437	BINDERMAX POCKET FILES/SHEET PROTECTOR F/C W-25	1000	0.05	20	19	50.00
40	72K2XKE	LEXMARK TONER HIGH CAPACITY CS820 33K BLACK	1	204.00		19	204.00
41	T6M15AE	HP INK 903XL BLACK OJ PRO 6960/6970/6970-AIO	1	27.21		19	27.21

VAT Analysis			
Code	Rate	Goods Value	VAT Amount
3	19	21,849.05	4,151.35

Balance : 354.50

Gross Value:	21,859.05
Discount:	10.00
Net Value:	21,849.05
VAT:	4,151.35
Total:	26,000.40

Issued by: _____

Received by: _____

A & N OFFICESERV BUSINESS SOLUTIONS LTD

20, Spetson Str.
 P.O. Box 16133, 2086 Nicosia
 Tel: 22666700
 Fax: 22873848
 E-mail: info@officeserv.com.cy
 URL: www.officeserv.com.cy



T.I.C Reg. No. : 12132665 K

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CREDIT INVOICE

(Reprinted) Page:3 of 4

THE PHILIPS UNIVERSITY
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 Home: 22441863

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 Store : NICOSIA STORE
 Salesperson : PARIS ROUSSOS
 Currency : EUR Rate : 1.000000
 Payment Terms : PAID ADD DUE DATE
 Details :

A/A	Item Code	Description	Qty	Price	Disc %	Vat %	Amount
		SerialNo: V0R194002376 SerialNo: V0R194002379 SerialNo: V0R194002383 SerialNo: V0R194002388 SerialNo: V0R194002392					
23	CP-X3042WN	HITACHI PROJECTOR 1024X728 3200LM HDMI/VGA/RCA/WIFI ADAPTER/5YWAR SerialNo: F8AE15486	1	315.00		19	315.00
24	TL-SG1005D	TP-LINK 5-PORT GIGABIT DESKTOP SWITCH TL-SG1005D	1	17.00		19	17.00
25	TL-SG1008D	TP-LINK SWITCH 8-PORT GIGABIT DESKTOP TL-SG1008D	1	23.00		19	23.00
26	5QL11EA	HP PC PRO G2 MICROTOWER I3-8100/8GB-RAM/256GB-RAM/W10PRO SerialNo: 4CE9451N43 SerialNo: 4CE9451N4G SerialNo: 4CE9451N4K SerialNo: 4CE9451N4N SerialNo: 4CE9451N4Q SerialNo: 4CE9451N4R SerialNo: 4CE9451N4S SerialNo: 4CE9451N4T SerialNo: 4CE9451N4X SerialNo: 4CE9451V3H SerialNo: 4CE9451V3J SerialNo: 4CE9451V3X SerialNo: 4CE9461CCC SerialNo: 4CE9461CCK SerialNo: 4CE9461CCN SerialNo: 4CE9461CCS SerialNo: 4CE9461CCZ	17	455.00		19	7,735.00
27	Y-C507G	UNITEK VGA MONITOR CABLE 15M 15PIN	10	22.00		19	220.00
28	S334E	OPTOMA PROJECTOR S334E 1600X1200/3800LM/HDMI/VGA SerialNo: LJHJUHGGH	1	315.00		19	315.00

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 Currency : EUR Rate : 1.000000
 Payment Terms : PAID ADD DUE DATE
 Details :

A/A	Item Code	Description	Qty	Price	Disc %	Vat %	Amount
9	5099206022423	LOGITECH HEADSET H110 3.5 JACK	1	14.00		19	14.00
10	CV0017	LOGILINK M/M VGA MONITOR CABLE 15M	1	22.00		19	22.00
11	5099206064201	LOGITECH WEBCAM C270	1	18.33		19	18.33
12	NCH-002	BINDERMAX NAME CARD HOLDER WITH LANYARD	48	0.65		19	31.20
13	AD-004	ACU LINE HDMI TO VGA CONVERTER W/O AUDIO	5	14.00		19	70.00
14	7611990157938	VALUE UTP CABLE CAT5 GREY, 20M	1	5.50		19	5.50
15	EUB9603EXT	ENGENIUS USB ADAPTER WITH 2DBI ANTENNA	1	16.00		19	16.00
16	5410764160332	PERFECTS LCD/TFT/LED/PLASMA CLEANER 200 ML	3	4.50		19	13.50
17	5PQ55EA	HP NOTEBOOK PRO 450 G6 i5-8265U/8GB-RAM/256GB-SSD/15.6"/W10-PRO/1YW SerialNo: 5CD9494YQW SerialNo: 5CD9494YR3	2	700.00		19	1,400.00
18	U6578E	HP CARE PACK 3YEARS NBD PC 3130	17	20.00		19	340.00
19	UK727E	HP CARE PACK 2YR PICK AND RETURN (PAR) SERVICE	7	23.00		19	161.00
20	5PP82EA	HP NOTEBOOK PRO 450 G6 I3-8145/4GB-RAM/256GB-SSD/W10PRO/1YW SerialNo: 5CD9362F11 SerialNo: 5CD9362F16 SerialNo: 5CD9362XND SerialNo: 5CD9362XNR SerialNo: 5CD9362XNS	5	570.00		19	2,850.00
21	021-10597	MICROSOFT OFFICE STD 2019	24	100.00		19	2,400.00
22	PA503S	VIEWSONIC PROJECTOR DLP/3D 800X600 3600LM (VGA/HDMI/RCA)	5	315.00		19	1,575.00

A & N OFFICESERV BUSINESS SOLUTIONS LTD

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 Delivery Date : 17/01/2020
 Payment : Credit (Only Credit)
 Store : NICOSIA STORE
 Salesperson : PARIS ROUSSOS
 Currency : EUR Rate : 1.000000
 Payment Terms : PAID ADD DUE DATE
 Details :

A/A	Item Code	Description	Qty	Price	Disc %	Vat %	Amount
1	VA2261H/8	VIEWSONIC MONITOR 22" WIDE-LED (VGA/HDMI) VA2261H/8 SerialNo: V5M193723097	1	87.00		19	87.00
2	VA2210MH	VIEWSONIC MONITOR 22" WIDE-LED (VGA/HDMI) VA2210MH SerialNo: VFZ194460230 SerialNo: VFZ194460241 SerialNo: VFZ194460245 SerialNo: VFZ194460250 SerialNo: VFZ194460252 SerialNo: VFZ194460254 SerialNo: VFZ194460257 SerialNo: VFZ194460258 SerialNo: VFZ194460261 SerialNo: VFZ194460271 SerialNo: VFZ194460274 SerialNo: VFZ194460276 SerialNo: VFZ194460280 SerialNo: VFZ194460330 SerialNo: VFZ194460332 SerialNo: VFZ194460336	16	87.00		19	1,392.00
3	7611990192472	VALUE HDMI CABLE 1M W/ETHERNET	5	2.50		19	12.50
4	36SC180	LEXMARK PRINTER LASER B2338DW SerialNo: 46008261080TX SerialNo: 460082610814Y SerialNo: 4600826108154 SerialNo: 4600826108MDW	4	98.00		19	392.00
5	F9E400UK3M	BELKIN CABLE 4-WAY 3M F9E400UK3M	3	13.50		19	40.50
6	55455A	INLINE MOUSE PAD GREY/BLUE/BLACK/RED/GREEN	3	1.00		19	3.00
7	NBT817-60	NB PROJECTOR CEILING MOUNT 38-60CM	11	36.00		19	396.00
8	TL-PA411KIT	TP-LINK AV500 MINI POWERLINE ETHERNET ADAPTER KIT 100Mbps TL-PA411KIT	1	55.00		19	55.00

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 Tel: 22441860, Fax: 22315222
 Mob: 22441890valanto
 Home: 22441863

Document No. : SI00256437
 Document Date : 11/12/2019
 Account : 22113193
 Delivery Date : 11/12/2019
 Payment : Credit (Only Credit)
 Store : NICOSIA STORE
 Salesperson : PARIS ROUSSOS
 Currency : EUR Rate : 1.000000
 Payment Terms : PAID ADD DUE DATE
 Details :

A/A	Item Code	Description	Qty	Price	Disc %	Vat %	Amount
1	IB78I001	CLASSBOARD INTERACTIVE WHITEBOARD 78.9	10	450.00		19	4,500.00
2	1IB00I001	STARBOARD SOFTWARE CLASSBOARD	10	100.00		19	1,000.00

Paid by bank transfer

VAT Analysis			
Code	Rate	Goods Value	VAT Amount
3	19	5,500.00	1,045.00

Balance : 354.50

Gross Value:	5,500.00
Discount:	0.00
Net Value:	5,500.00
VAT:	1,045.00
Total:	6,545.00

Issued by: _____

Received by: _____

CREDIT INVOICE

THE PHILIPS UNIVERSITY
Tel: 22441860, Fax: 22315222
Mob: 22441890valanto
Home: 22441863

Document No. : SI00250220
Document Date : 08/10/2019
Account : 22113193
Due Date : 08/10/2019
Route: : 8
Details :

Item Code	Barcode	Description	Qty	Price	Disc %	Vat	Amount
VA2261H/9		VIEWSONIC MONITOR 22" WIDE-LED (VGA/HDMI) VA2261H/9	4	80.00		19	320.00
	SerialNo: V88183841028						
	SerialNo: V88183841034						
	SerialNo: V88183841084						
	SerialNo: V88184042942						
7EM13EA		HP PC 400 G6PD MICROTOWER i5-9500/8GB-RAM/256GB-SSD/ W10-PRO/5YW	3	575.00		19	1,725.00
	SerialNo: CZC9367837						
	SerialNo: CZC936784W						
	SerialNo: CZC9367856						
7EM16EA		HP PC 400 G6PD MICROTOWER i7-9700/16GB-RAM/512GB-SSD/ W10-PRO/5YW	1	815.00		19	815.00
	SerialNo: CZC9367Z90						
OTHERS		OTHERS Open License microsoft	4	100.00		19	400.00
SER-COM		SERVICE / LABOUR FOR COMPUTER	4	25.34		19	101.35

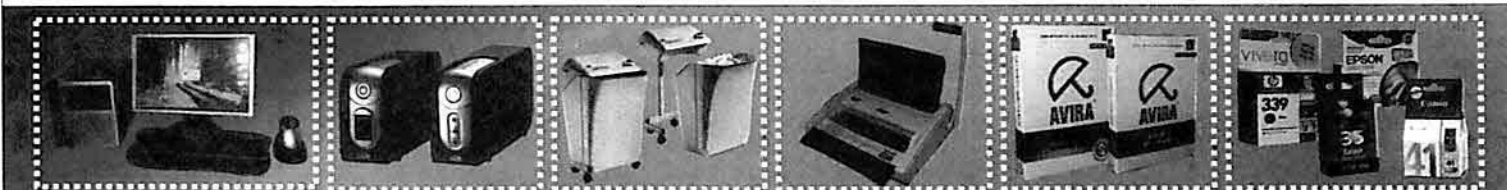
Paid by bank transfer

VAT Analysis			
Code	Rate	Goods Value	VAT Amount
3	19	3,361.35	638.66

Balance: 1,157.56

Gross Value:	3,361.35
Discount:	0.00
Net Value:	3,361.35
VAT:	638.66
Total:	4,000.01

Returns not accepted after 15 days.



COMPUTERS, SHREDDERS, BINDING MACHINES, LAMINATING MACHINES, UPS's, ANTIVIRUS SOFTWARE, FAXES, COPIERS, PRINTERS, INKS

**NORA
FURNISHINGS
LTD**

Receipt

Philips University

Billing Address
4 - 6 Lamias Street
Strovolos
2001 Nicosia, Cyprus

Receipt No **30411**
Date **20/01/2020**
BP Code **C108580**

Documents Paid

Doc No	Date	Document Total	Amount Paid
30155	13/01/2020	5,453.77	5,453.77
30156	13/01/2020	1,142.40	1,142.40
30355	09/01/2020	3,000.00	-3,000.00
			3,596.17

Payment Method	Amount
Bank Transfer	€3,596.17

Remarks

Settlement of account

Total Amount €3,596.17

For NORA FURNISHINGS LTD

Received by

NORA FURNISHINGS LTD 19, Kennedy Ave., 1075 Nicosia P.O.Box 28552, 2080 Strovolos, Cyprus | Tel: 22 452745, Fax: 22 452755 | web: www.nora.com.cy
33B Theklas Lyssioli str., 3030 Limassol P O Box 53732, 3317 Limassol, Cyprus | Tel: 25 345291, Fax: 25 344682
VAT No: 10002468H | TIC No: 12002468J

Printed 21/01/2020 08:37:24

N.Y. Centrix Solutions Ltd

Page 1 of 1

Receipt

Philips University

Billing Address
4 - 6 Lamias Street
Strovolos
2001 Nicosia, Cyprus

Receipt No **30355**
Date **09/01/2020**
BP Code **C108580**

Payment Method	Amount
Bank Transfer	€3,000.00

Remarks

Advance payment for order no. 403317

Total Amount**€3,000.00**

For NORA FURNISHINGS LTD

Received by

NORA FURNISHINGS LTD 19, Kennedy Ave., 1075 Nicosia P.O.Box 28552, 2080 Strovolos, Cyprus | Tel: 22 452745, Fax: 22 452755 | web: www.nora.com.cy
33B Theklas Lyssioli str., 3030 Limassol P.O.Box 53732, 3317 Limassol, Cyprus | Tel: 25 345291, Fax: 25 344682
VAT No: 10002468H | TIC No: 12002468J

Printed 09/01/2020 10:48:49

N.Y. Centrix Solutions Ltd

Page 1 of 1

Sales Invoice

Philips University

Billing Address
4 - 6 Lamias Street
Strovolos
2001 Nicosia, Cyprus

Contact Name Eleni Chysostomides
Phone 1 22441860
Phone 2
Mobile 99641282

Sales Invoice No **30155**
Date 13/01/2020
BP Code **C108580**
Rep David Drousiotis
Sales Order No 403317

Item Code	Description	Finish/Color	Qty	Unit Price	Total
C2202.320	Gulia Visitor chair - C1628	Black Leatherette	12.00	135.00	1,620.00
C2202.121	Giulia Low Back chair - B1628	Black Leatherette	3.00	170.00	510.00
S305.2B	Dean S305 Double Sofa	Black	2.00	370.00	740.00
SA110.2B	Ferdinand SA110 Double Sofa	Black	1.00	459.00	459.00
SA110.3B	Ferdinand SA110 Triple Sofa	Black	1.00	564.00	564.00
C1045.410	Taxia SX-4066 visitor chair	Black leatherette	6.00	60.00	360.00
C1430.110	Movie550 2 seats on beam	Plastic	2.00	165.00	330.00
	Movie550 plastic back - Black plastic *Movie550 beam for 2 seats - Black *Movie550 plastic seat - Black plastic *				

Remarks

1. Cheques issued on: NORA FURNISHINGS LTD
2. Bank Details: Ask our accounts department
Based on Sales Orders 403317. Based on Deliveries 30155.

Gross Amount Total	4,583.00
Down Payment	0.00
Total before VAT	4,583.00
VAT Amount	870.77
Total	5,453.77



Sales Invoice

Philips University

Billing Address
4 - 6 Lamias Street
Strovolos
2001 Nicosia, Cyprus

Contact Name Eleni Chysostomides
Phone 1 22441860
Phone 2
Mobile 99641282

Sales Invoice No **30156**
Date 13/01/2020
BP Code **C108680**
Rep David Drousiotis
Sales Order No 403320

Item Code	Description	Finish/Color	Qty	Unit Price	Total
C1045.410	Taxia SX-4066 visitor chair	Black leatherette	16.00	60.00	960.00

Remarks

- Cheques issued on: NORA FURNISHINGS LTD
- Bank Details: Ask our accounts department

Based on Sales Orders 403320. Based on Deliveries 30156.

Gross Amount Total	960.00
Down Payment	0.00
Total before VAT	960.00
VAT Amount	182.40
Total	1,142.40

NORA FURNISHINGS LTD 19, Kennedy Ave., 1075 Nicosia P.O Box 28552, 2080 Strovolos, Cyprus | Tel: 22 452745, Fax: 22 452755 | web: www.nora.com.cy
33B Theklas Lyssioli str., 3030 Limassol P O Box 53732, 3317 Limassol, Cyprus | Tel: 25 345291, Fax: 25 344682
VAT No: 10002468H | TIC No: 12002468J

Printed 17/01/2020 13:00:38

N.Y. Centrix Solutions Ltd

**ACADEMIC &
GENERAL
BOOKSHOP**

ACADEMIC & GENERAL BOOKSHOP
 VAT NO. 10031736Y
 41 HERMES ST LARNAKA 6023
 CYPRUS
 TEL:24628401 FAX 24817768
 academic&general@cytanet.com.cy



INVOICE

1911250

PHILIPS COLLEGE
 4-6 LAMIAS STR ,2001 STROVOLOS
 P.O. BOX 28008,
 2090 STROVOLOS NICOSIA

Date: 21/11/2019
 Payment Terms: Net 30 Days
 Reference:

Number: 1911250

Account Number: 10052071

Rate/Quan.	Product Description / Comments	Unit Price	T	Extended Price
1	Accounting Information Systems Romney1133934404 PEARSON 97.50//87.75	87.75	T	87.75
1	Corporate Finance and Investment : Decisions and Strategies Richard Pike 9781292208541 90.00//81.00 Corporate Finance and Investment : Decisions and Strategies Richard Pike9781292208541	81.00	T	81.00
1	Derivatives Markets Robert L. McDonald 3RD ED 2013 9781292021256 PEARSON 95.00	95.00	T	95.00
1	Essentials of Economics John Sloman, PEARSON 9781292239590 73.50//66.15	66.15	T	66.15
1	Fairhurst's Law of the European Union 978129221866 PEARSON 57.00//51.30	51.30	T	51.30
1	Financial Accounting and Reporting Barry Elliott, 201 9781292255996PEARSON 75.00//67.50	67.50	T	67.50
1	Financial Accounting Charles T. Horngren, 9781292211145 PEARSON 97.50//87.75 Financial Accounting Charles T. Horngren, 9781292211145 PEARSON 97.50//87.75	87.75	T	87.75
1	Financial Accounting for Decision Makers 9781292251257 PEARSON 75.00//67.50	67.50	T	67.50
1	Financial Accounting Pauline WeetmanPEARSON 9781292244471 70.50//63.45	63.45	T	63.45
1	Financial Markets and Institutions, Global Edition PEARSON 978129221500682.50//74.25	74.25	T	74.25
1	Frank Wood's Business Accounting Volume 1 PEARSON 9781292208626 75.00//67.50	67.50	T	67.50
1	Frank Wood's Business Accounting Volume 2 PEARSON 9781292209173 75.00//67.50	67.50	T	67.50
1	Fundamentals of Corporate Finance Jonathan Berk, 4TH ED 2017PEARSON 978129221507588.50//79.65	79.65	T	79.65
1	Fundamentals of Management PEARSON 9781292307329 87.00//78.30	78.30	T	78.30
1	International Business: The Challenges of Globalization PEARSON 9781292095042 82.50//74.25	74.25	T	74.25
1	International Financial Reporting 7th edition PEARSON 9781292293127 75.00//67.50	67.50	T	67.50
1	Introduction to EconometricsPEARSON 9781292264455 87.00//78.30	78.30	T	78.30
1	Lowry & Reisberg's Company LawPEARSON 978129207863261.50//55.35	55.35	T	55.35

Continued on page number 2 ...

ACADEMIC & GENERAL BOOKSHOP
 VAT NO. 10031736Y
 41 HERMES ST LARNAKA 6023
 CYPRUS
 TEL:24628401 FAX 24817768
 academic&general@cytanet.com.cy

INVOICE

page number 2



PHILIPS COLLEGE
 4-6 LAMIAS STR ,2001 STROVOLOS
 P.O. BOX 28008,
 2090 STROVOLOS NICOSIA

Date: 21/11/2019
 Payment Terms: Net 30 Days
 Reference:

Number: 1911250

Account Number: 10052071

Rate/Quan.	Product Description / Comments	Unit Price	T	Extended Price
1	Management Accounting for Decision Makers 9th edition PEARSON 978129220457475.00//67.50	67.50	T	67.50
1	Modern Financial Markets & Institutions : a practical perspective PEARSON 9780273730354 82.50//74.25	74.25	T	74.25
1	Multinational Business Finance, Global Edition PEARSON 978129209787993.00//83.70	83.70	T	83.70
1	Options, Futures, and Other Derivatives, Global Edition PEARSON 9781292212890 79.50//71.55	71.55	T	71.55
1	Principles of Marketing PEARSON 781292220178 90.00//81.00	81.00	T	81.00
2	Smith & Keenan's Company Law PEARSON 9781292246062 57.00//51.30	51.30	T	102.60
1	Strategic Management and Business Policy: Globalization, Innovation and Sustainability PEARSON 9781292215488 85.50//76.95	76.95	T	76.95
1	Student Solutions Manual for Options, Futures, and Other Derivatives, Global Edition PEARSON 9781292249179 79.50//71.55	71.55	T	71.55
1	Corporate Finance by Berk and DeMazzo PEARSON 9781292304151 97.50//87.75	87.75	T	87.75
1.00	Product# - VAT5% VAT 5% INCLUDED 96.51	0.00	T	0.00

Total Rate/Quan.: 29

Paid Amount: € 0.00

Total: € 2,026.85
 Grand Total: € 2,026.85
 Balance Due: € 2,026.85

ACADEMIC & GENERAL
 BOOKSHOP
 41 HERMES STREET
 LARNAKA, CYPRUS

Received By : _____ Signature _____ Date _____

BANK ACCOUNT DETAILS:

BANK of CYPRUS: 056211003257 IBAN:CY81 0020 0562 0000 0011 0032 5700

ACADEMIC & GENERAL BOOKSHOP
 VAT NO. 10031736Y
 41 HERMES ST LARNAKA 6023
 CYPRUS
 TEL:24628401 FAX 24817768
 academic&general@cytanet.com.cy

INVOICE

1911301

PHILIPS COLLEGE
 4-6 LAMIAS STR ,2001 STROVOLOS
 P.O. BOX 28008,
 2090 STROVOLOS NICOSIA



Date: 29/11/2019
 Payment Terms: Net 30 Days
 Reference:

Number: 1911301

Account Number: 10052071

Rate/Quan.	Product Description / Comments	Unit Price	T	Extended Price
1	9781473749306 Auditing Alan Millichamp Cengage Learning 75.00//67.50	67.50	T	67.50
1	9781473758421 Business Analysis and Valuation: IFRS Edition Cengage Learning 89.99//80.99	80.99	T	80.99
1	9781473762770 Business Economics N. Mankiw Cengage Learning 78.00//70.20	70.20	T	70.20
1	9781473759176 Corporate Governance : A Global Perspective Marc Goergen CENGAGE 64.50//58.05	58.05	T	58.05
1	9780198809869 Corporate Governance : Principles, Policies, and Practices 4th ed OXFORD 60.00//54.00	54.00	T	54.00
1	9781473953277 Doing & Writing Qualitative Research SAGE 46.50//41.85	41.85	T	41.85
1	9781260288391 Essentials of Investments By Zvi Bodie - McGraw-Hill 65,00	65.00	T	65.00
1	9781260565454 Ethical Obligations and Decision-Making in Accounting: Text and Cases McGraw-Hill 65,00	65.00	T	65.00
1	9780198745310 Financial Accounting, Reporting, and Analysis OXFORD 73.50//66.15	66.15	T	66.15
1	9781526847348 Foundations of Marketingm McGraw-Hill Education 73.50//66.15	66.15	T	66.15
1	9781260566093 Fundamentals of Corporate Finance Richard A Brealey 10TH ED 2019 MCGRAW HILL 65,00	65.00	T	65.00
1	9781259922190 International Financial Management Cheol Eun G. Resnick 8TH ED 2018MCGRAW HILL 65,00	65.00	T	65.00
1	9781473758353 Managerial Economics Mark Hirschey, Eric Bentzen 15TH ED 2019 Cengage Learning 81.00//72.90	72.90	T	72.90
1	9781119427292 Modern Portfolio Theory and Investment Analysis JOHN WILEY72.00//64.80	64.80	T	64.80
1	9781292251578 Organizational Behaviour : Buchanan and HuczynskiPEARSON 78.00//70.20	70.20	T	70.20
1	9781260565553 Principles of Corporate Finance 13TH ED 2019 Richard A Brealey MCGRAW HILL 66,70	66.70	T	66.70
1	9780470974452 Principles of External Auditing John Wiley & Sons Inc 84.00//75.60	75.60	T	75.60
1	9780198722052 Sealy & Worthington's Text, Cases, and Materials in Company Law OXFORD 60.00//54.00	54.00	T	54.00
1	9780357033845 Strategic Management : Theory & Cases: An Integrated Approach 2019 13TH ED Cengage Learning 163.50//147.15	147.15	T	147.15

Continued on page number 2 ...

ACADEMIC & GENERAL BOOKSHOP
VAT NO. 10031736Y
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INVOICE

page number 2

PHILIPS COLLEGE
4-6 LAMIAS STR ,2001 STROVOLOS
P.O. BOX 28008,
2090 STROVOLOS NICOSIA



Date: 29/11/2019
Payment Terms: Net 30 Days
Reference:

Number: 1911301

Account Number: 10052071

Rate/Quan.	Product Description / Comments	Unit Price	T	Extended Price
1	9781473760189 The Audit Process CENGAGE	76.50	68.85	68.85
1	9781305971455 Business & Professional Ethics for Directors, Executives & Accountants Cengage Learning	87.00	78.30	78.30
1.00	Product# - VAT5% VAT 5% INCLUDED	69.68	0.00	0.00

Total Rate/Quan.: 22

Paid Amount: € 0.00

Total: € 1,463.39
Grand Total: € 1,463.39
Balance Due: € 1,463.39

ACADEMIC
GENERAL BOOKSHOP
41 HERMES ST
LARNAKA 6023

Received By : _

Signature

Date 3/12/19

BANK ACCOUNT DETAILS:

BANK of CYPRUS: 056211003257

IBAN:CY81 0020 0562 0000 0011 0032 5700

VERTITECH

vertitech
 Vertical IT Solutions & Consulting

VERTITECH SA
 IT CONSULTING
 KASSANDROU 18 - P.O. 65403 - KAVALA
 TEL. 2510 242632 - FAX 2510 600128
 VAT NUM 998478074 - KAVALA TAX OFF.
 GEMI NUMBER: 020810930000

SERIES NUMBER:
 INVGLN 2
 DATE: 13-01-2020
 TIME: 14:41

Invoice T.X. ORIGINAL

SHIPMENT KIND	HQ	TRANSPORTATION
PLACE OF LOADING	4-6 LAMIAS STREET, 2001.	
DESTINATION		
SHIPPING METHOD		
PAYMENT METHOD		
COMMENTS		

CODE	DESCRIPTION	U.O.M.	QUANTITY	UNIT PRICE	PRICE BEFORE DISCOUNT	DISCOUNT %	DISCOUNT PRICE	PRICE	VAT(%)	VAT AMOUNT
CL-P-MO	CLasler	Pc	150,00	7,200	1.080,00			1.080,00	0,00	0,00
CL-S-Cons	CLasler Consulting Services	Hr	24,00	63,000	1.512,00			1.512,00	0,00	0,00

PREVIOUS BALANCE	0,00	ACC. NUMBER	PIRAEUS BANK 5245-034783-943
NEW BALANCE	2.592,00	IBAN PIRAEUS GR91 017224500052 4503 4783 943	
COMMENTS		AMOUNT	2.592,00
FISCAL SIGN.		DISCOUNT	0,00
		VAT AMOUNT	0,00
		PRICE BEFORE DIS.	2.592,00
		DISCOUNT	0,00
		PRICE AFTER DIS.	2.592,00
		TOTAL VAT AMOUNT	0,00
		EXPENSES	0,00
		TOTAL (€)	2.592,00



Paid through bank transfer

N. K. PRESS

W.K. Press

CH RUBBER STAMPS & ENGRAVINGS

INVOICE

Perikleous 18A, Strovolos, 2020
Tel. 22315999, Fax. 22315535
VAT 00682396H, TIC 00682396H
p.o box 28063, 2090

DATE: January 29, 2020
INVOICE #: INV1700
Client #: PHUNI

BILL TO

SHIP TO

Name PHILIPS UNIVERSITY

Name

Address

Address

City, State ZIP STROVOLOS - NICOSIA

City, State ZIP

Country

Country

Phone

Contact

Email dina@philips.as.cy

P.O. #	Sales Rep. Name	Ship Date	Ship Via	Terms	Due Date
		29/1/2020			

# / Taxable	Description	Quantity	Unit Price	Line Total
SINGS	<input checked="" type="checkbox"/> ALUMINIOUM & ACRYLIC SINGS 32X12	22	23,00	506,00
SINGS	<input checked="" type="checkbox"/> ACRYLIC SINGS 63X33	1	80,00	80,00
SINGS	<input checked="" type="checkbox"/> ALUMINIOUM ACRYLIC SINGS 20X15	18	15,00	270,00
SINGS	<input checked="" type="checkbox"/> ALUMINIOUM SINGS	12	18,00	216,00
SINGS	<input checked="" type="checkbox"/> ALUMINIOUM SINGS	4	25,00	100,00
SINGS	<input checked="" type="checkbox"/> ΑΜΟΒΟΛΕΣ ΑΥΤΟΚΟΛΙΤΕΣ	1	510,00	510,00
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			

PAID
Cheque no 12999601
ASTROBANK

SUBTOTAL	1.682,00
VAT 19,000%	319,58
SHIPPING & HANDLING	-
TOTAL	2.001,58
PAID	-
TOTAL DUE	2.001,58

SIGNATURE

Empty box for signature

THANK YOU FOR YOUR BUSINESS!

C & S
CHRISATHERM
LTD

C & S CHRISATHERM LTD

ΚΕΝΤΡΙΚΕΣ ΘΕΡΜΑΝΣΕΙΣ - ΨΥΚΤΙΚΟΥΣ ΘΑΛΑΜΟΥΣ
 ΥΔΡΑΥΛΙΚΑ - AIRCONDITION - ΣΙΔΗΡΟΥΡΓΙΚΕΣ ΚΑΤΑΣΚΕΥΕΣ
 Αγγαίου 6, Στρόβολος, Τηλ.: 22314874, 22420713, 22491217
 Κινητά: Σάββας 99432012, Χριστάκης 99463602
ΛΕΥΚΩΣΙΑ

Φ.Π.Α. 10083652 L
 Α.Φ.Τ. 12083652 N

00567

ΤΙΜΟΛΟΓΙΟΝ - INVOICE

Όνομα / Name: ΡΗΧΙΛΙΟΣ ΟΜΙΛΟΣ

Ημερ / Date: 19-1-2020 ΕΚ / of Πρωτοβ

ΛΕΠΤΟΜΕΡΕΙΕΣ - DETAILS	@	€	SEVT Cent
α) Προμηθεια οψ AC V4MBF1-24 24000 BTU 2 x 1680		3360	00
β) Προμηθεια εφοσ AC L4VI-33-24 24000 BTU 798		798	00
γ) Εξυαλαβλας 2 AC καφεληρια 2 x 220 βαλι καρωιζομ Α Η Κ		440	00
δ) Εξυαλαβλας εν AC 1ο οροφο βαλι καρωιζομ Α Η Κ Τρακι 40ΡΚΛΙΡ		350	00

Παρεχεται 5 χρονια εγγυηση
 για ολα τα εξαρτηματα - οχι
 το καθαρισμο φίλτρων

Ο Πωριστής - Delivered by Ο Παραλήπτης - Received by

Φ.Π.Α.%

ΟΛΙΚΟΝ - TOTAL €

4948	00
940	00
5888	00

Cheque No. 95949817
 Hellent Bank

COSTAS
KOUTSIOFIS LTD

κοστίου

Φ.Π.Α.: 10026740 I
ΟΛ. ΤΑΥΤ.: 12026740 K

Costas Koutsiofis Ltd
TSERIOU 122, 2044
STROVOLOS
T: 22324456 F: 22323705

CREDIT SALES INVOICE

PHILIPS UNIVERSITY
ELENI
LAMIAS 4-6
22441860
Delivered to:
PHILIPS UNIVERSITY
LAMIAS 4-6

ΑΡ.ΕΓΓΡΑΦΟΥ / INVOICE NO. : PSI-006050
ΑΡ. ΛΟΓΑΡ. / CUSTOMER NO. : C000616
ΗΜΕΡ. ΕΓΓΡΑΦΟΥ / POSTING DATE : 07-01-20
ΑΡ.ΠΑΡΑΓΓΕΛΙΑΣ / ORDER NO. : SO-00225
ΠΡΟΗΓ. ΥΠΟΛΟΙΠΟ / PR. BALANCE: 0.00
ΑΡ. ΣΕΛΙΔΑΣ / PAGE NO. : Page 1

ΚΩΔΙΚΟΓΡΑΜΜΗ BARCODE	ΕΝ. ΚΩΔΙΚΟΣ ITEM CODE	ΠΕΡΙΓΡΑΦΗ DESCRIPTION	ΠΟΣ. QTY	Μ.Μ UOM	ΤΙΜΗ PRICE	ΕΚΠΤ DISC%	Κ. Φ.Π.Α VAT ID	ΠΟΣΟ AMOUNT
8006417009089	ICSC755050	ICS TATA SWING BIN 50LTR BLACK & GREEN	8	PCS	16.80	15	VAT19	114.23
8006417009102	ICSC757050	ICS TATA SWING BIN 50LTR BLACK & RED	8	EA	16.80	15	VAT19	114.23
8006417007856	ICSC601006	OFFER-ICS DUSTBIN W.C. 6L WHITE TATA	2	EA	8.39	15	VAT19	14.27
47164635	S0001-0000218	RUBBER FLASHLIGHT	1	PCS	2.31	15	VAT19	1.96
5201856000052	ET00005	ETPLAST MOP BUCKET WITH GRILL 15LTR OVAL	4	PCS	5.87	15	VAT19	19.97
6932620204077	6932620204077	BATTERY 555 (35) ALKALINE LR20 DX2PCS	2	EA	2.94	15	VAT19	5.00

ΣΗΜ.: Παράλειψις εξοφλήσεως πέραν του ενός μηνός συνεπάγεται τόκον 9%
Τα εμπορεύματα παραλήφθησαν σε άριστη κατάσταση και παραμένουν ιδιοκτησία της
HOMEWAYS LTD μέχρι εξόφλησης του τιμολογίου

Total EUR Excl. VAT : 269.66
19% VAT : 51.24
Total EUR Incl. VAT : 320.90

Φ.Π.Α ΑΝΑΛΥΣΗ / V.A.T ANALYSIS

VAT CODE ΚΩΔ Φ.Π.Α	Φ.Π.Α% RATE	ΑΞΙΑ ΕΜΠΟΡΕΥΜΑΤΩ GOODS VALUE	ΠΟΣΟ Φ.Π.Α V.A.T AMOUNT
VAT19	19	269.66	51.24
Total		269.66	51.24

ΕΚΔΟΤΗΣ ISSUED BY	
ΠΑΡΑΛΗΠΤΗΣ RECEIVED BY	

ΚΩΣΤΑΣ ΚΟΥΤΣΙΟΦΗΣ ΛΤΔ.

Αρ. Φ.Π.Α/Ν.Α.Τ. Νο. 10026740 Ι
Α.Φ.Τ./Τ.Ι.Κ. 12026740 Κ

Λευκωσία:

Λεωφ. Τσερίου 122, 2044 Στρόβολος, Λευκωσία
Τηλ. 22324456, Φαξ 22323705

Πάφος:

Λεωφ. Μεσόγης 53, 8280 Πάφος
Τηλ. 26955920, Φαξ 22323705, 26955940

ΑΠΟΔΕΙΞΗ ΕΙΣΠΡΑΞΗΣ/RECEIPT

000011

Ελήφθη παρά/Received from:

PHILIPS ΚΟΥΡΣΙΟΥ

Αριθμός Λογαίου:

0000616

ΜΕΤΡΗΤΑ-CASH

ΕΠΙΤΑΓΗ-CHEQUE

ΑΡ. ΕΠΙΤΑΓΗΣ-CHEQUE No.

ΗΜΕΡΟΜΗΝΙΑ-DATE

ΤΡΑΕΖΑ-BANK

<input checked="" type="checkbox"/>	

Το ποσό των Ευρώ/The sum of euro:

€ 900

ΤΡΑΠΕΖΙΚΗ ΓΙΛΩΤ

€ 320.90

Διά/For:

ΠΡΟΚΑΤΟΙΜΗ

Ημερομ./Date:

07/01/2020

Ο ΕΙΣΠΡΑΞΑΣ/RECEIVED BY:

.....

M.

**CHARALAMBOUS
& SONS LTD**



M. CHARALAMBOUS & SONS LTD

14 A-B-C ARCHERMOU STREET, P.O.BOX 12521, 2250 NICOSIA, CYPRUS

TEL.: 22347570, FAX: 22348638

E-mail: mchs@primehome.com

Website: www.mchs.com.cy

A.Φ.Τ. / T.I.C.: 12028173 T

ΑΡ. ΜΗΤΡ. Φ.Π.Α. / V.A.T. REG. No: 10028173 R

REG. No.: HE 281

ΠΑΝΕΠΙΣΤΗΜΙΟ PHILIPS

CASH INVOICE

DOCUMENT No. / ΑΡ. ΕΓΓΡΑΦΟΥ 20063314
DATE / ΗΜΕΡΟΜΗΝΙΑ 15/11/2019
DELIVERY DATE / ΗΜ. ΠΑΡΑΔ. 15/11/2019
ACCOUNT No. / ΑΡ. ΛΟΓΑΡΙΑΣΜΟΥ 320000
DETAILS / ΛΕΠΤΟΜΕΡΕΙΕΣ
PAGE / ΣΕΛΙΔΑ 1 of 1

ITEM CODE ΚΩΔΙΚΟΣ ΕΙΔΟΥΣ	DESCRIPTION / ΠΕΡΙΓΡΑΦΗ	QUANTITY ΠΟΣΟΤΗΤΑ	U.O.M. Μ.Μ.	UNIT PRICE ΤΙΜΗ ΜΟΝ.	DISC. ΕΚΠΤ. %	V.A.T. CODE Φ.Π.Α.	AMOUNT ΠΟΣΟ
040243703	WC (S TRAP CARINO WT2507}	24	NOS	88.24	0.00	3	2,117.76
W/B	WC ECCENTRIC 4CM AS PER WAY BILL NO. 30010570	1		0.00		3	0.00

PAID BY CHEQUE
ASTROBANK 12800942

GOODS VALUE / ΑΕΙΑ ΕΜΠΟΡ. 2,117.76

ΣΗΜ.: Καθυστέρηση της πληρωμής πάνω από 30 μέρες
επιβαρύνεται με τόκο ανάλογα με το τρέχον επιτόκιο.

BAL. / ΥΠΟΛ.: 0.00

RECEIVED BY / ΑΓΟΡΑΣΤΗΣ.....

V.A.T. CODE Φ.Π.Α.	VALUE OF GOODS ΑΕΙΑ ΕΜΠΟΡΕΥΜΑΤΩΝ	V.A.T. Φ.Π.Α. %	V.A.T. AMOUNT ΠΟΣΟ Φ.Π.Α.
3	2,117.76	19.00	402.37

NET VALUE / ΚΑΘΑΡΗ ΑΕΙΑ 2,117.76

V.A.T. / Φ.Π.Α. 402.37

DELIVERED BY / ΠΑΡΑΔΟΣΑΣ.....

TOTAL / ΟΛΙΚΟ 2,520.13



M. CHARALAMBOUS & SONS LTD

14 A-B-C ARCHERMOU STREET, P.O.BOX 12521, 2250 NICOSIA, CYPRUS

TEL.: 22347570, FAX: 22348638

E-mail: mchs@primehome.com

Website: www.mchs.com.cy

A.Φ.Τ. / T.I.C.: 12028173 T

ΑΡ. ΜΗΤΡ. Φ.Π.Α. / V.A.T. REG. No: 10028173 R

REG. No.: HE 28173

ΠΑΝΕΠΙΣΤΗΜΙΟ PHILIPS

CASH INVOICE

DOCUMENT No. / ΑΡ. ΕΓΓΡΑΦΟΥ	20063775
DATE / ΗΜΕΡΟΜΗΝΙΑ	17/12/2019
DELIVERY DATE / ΗΜ. ΠΑΡΑΔ.	17/12/2019
ACCOUNT No. / ΑΡ. ΛΟΓΑΡΙΑΣΜΟΥ	320000
DETAILS / ΛΕΠΤΟΜΕΡΕΙΕΣ	
PAGE / ΣΕΛΙΔΑ	1 of 1

ITEM CODE ΚΩΔΙΚΟΣ ΕΙΔΟΥΣ	DESCRIPTION / ΠΕΡΙΓΡΑΦΗ	QUANTITY ΠΟΣΟΤΗΤΑ	U.O.M. Μ.Μ.	UNIT PRICE ΤΙΜΗ ΜΟΝ.	DISC. ΕΚΠ. %	V.A.T. CODE Φ.Π.Α.	AMOUNT ΠΟΣΟ
150461004	ANGLE VALVE ARCO 1/2X3/8 DELTA	36	NOS	4.76	19.99	3	137.09
151272801	SILICONE TUBE WHITE/BLACK EVR 280ml	6	TUBES	5.40	20.00	3	25.92
150349204	H/PR & TEMP FLEXIBL 50X3/8 FF	6		3.92	29.40	3	18.82
150349203	H/PR & TEMP FLEXIBL 40X 3/8 F/F	11		3.51	19.99	3	30.89
151271302	P T F E YELLOW	10	ROLLS	0.92	20.00	3	7.36
140242005	PLAST P TRAP 1 1/2" { URINAL } ASC1UO-APFUO	12	NOS	9.72	20.00	3	93.31
140243112	WC ECCENTRIC CONNECTOR 4"X8CM	3	ITEM	24.30	20.00	3	58.32
151272801	SILICONE TUBE WHITE/BLACK EVR 280ml	6	TUBES	5.40	20.00	3	25.92
140243409	FLUSH.SYSTEM UK ADJUSTABLE	2	NOS	10.80	20.00	3	17.28
150349209	H/PR & TEMP FLEXIBL 3/8X1/2X40 FF	4		3.78	19.97	3	12.10
140243110	WC BRACKET FOR PORCEL CISTERN 11/2	2	NOS	6.16	19.96	3	9.86
140243501	HANDLE C/P FOR PLASTIC CISTERN	2	NOS	8.21	19.97	3	13.14
140243602	FLOTEUR VERTICAL 1/2 PL UK TYPE	5	NOS	12.83	20.00	3	51.32
140243007	RUBBER ADAPTOR WC/ SISTER ITALY	3	NOS	5.43	20.01	3	13.03
130927003	WC FIXING SCREW	3	NOS	2.08	20.03	3	4.99
150349206	H/PR & TEMP FLEXIBL 80X3/8 FF	1		4.19	20.04	3	3.35
151775509	CUTTER MULTE PURP. A60T-BF41 INOX LUCAS	3	NOS	1.64	19.91	3	3.94
140242101	PLAST BOTTL TRAP 1 1/4 C/W WAST	32	NOS	5.94	20.00	3	152.06
140243004	RUBBER ADAPT FOR W/BASIN 55-40MM	32	NOS	1.44	20.00	3	36.86
N/B	AS PER WAY BILL NO. 30010571	1		0.00		3	0.00

ΑΡ ΕΠΙΧΡΗΣΗ 95949801
 ΗΕΛΛΗΝΙΚΗ € 1271,52

20063775
 20063776

GOODS VALUE / ΑΞΙΑ ΕΜΠΟΡ. 897.58

ΣΗΜ.: Καθυστερήση της πληρωμής πάνω από 30 μέρες επιβαρύνεται με τόκο ανάλογα με το τρέχον επιτόκιο.

BAL. / ΥΠΟΛ.: 0.00

LESS DISCOUNT 182.02

RECEIVED BY / ΑΓΟΡΑΣΤΗΣ

V.A.T. CODE Φ.Π.Α.	VALUE OF GOODS ΑΞΙΑ ΕΜΠΟΡΕΥΜΑΤΩΝ	V.A.T. Φ.Π.Α. %	V.A.T. AMOUNT ΠΟΣΟ Φ.Π.Α.
3	715.56	19.00	135.96

NET VALUE / ΚΑΘΑΡΗ ΑΞΙΑ 715.56

V.A.T./Φ.Π.Α. 135.96



M. CHARALAMBOUS & SONS LTD

14 A-B-C ARCHERMOU STREET, P.O.BOX 12521, 2250 NICOSIA, CYPRUS

TEL.: 22347570, FAX: 22348638

E-mail: mchs@primehome.com

Website: www.mchs.com.cy

A.Φ.Τ. / T.I.C.: 12028173 T

ΑΡ. ΜΗΤΡ. Φ.Π.Α. / V.A.T. REG. No: 10028173 R

REG. No.: HE 28173

CASH INVOICE

ΠΑΝΕΠΙΣΤΗΜΙΟ PHILIPS

DOCUMENT No. / ΑΡ. ΕΓΓΡΑΦΟΥ	20063776
DATE / ΗΜΕΡΟΜΗΝΙΑ	17/12/2019
DELIVERY DATE / ΗΜ. ΠΑΡΑΔ.	17/12/2019
ACCOUNT No. / ΑΡ. ΛΟΓΑΡΙΑΣΜΟΥ	320000
DETAILS / ΛΕΠΤΟΜΕΡΕΙΕΣ	
PAGE / ΣΕΛΙΔΑ	1 of 1

ITEM CODE ΚΩΔΙΚΟΣ ΕΙΔΟΥΣ	DESCRIPTION / ΠΕΡΙΓΡΑΦΗ	QUANTITY ΠΟΣΟΤΗΤΑ	U.O.M. Μ.Μ.	UNIT PRICE ΤΙΜΗ ΜΟΝ.	DISC. % ΕΚΠΤ.	V.A.T. CODE Φ.Π.Α.	AMOUNT ΠΟΣΟ
140243703	WC (S TRAP CARINO WT2507}	4	NOS	88.24	0.00	3	352.94
N/B	AS PER WAY BILL NO. 30010625	1		0.00		3	0.00
<p>ΑΡ ΕΠΙΓΡΑΦΗ 95949801 HELLENIC € 1271,52</p>							
<p>20063775 20063776</p>							

GOODS VALUE / ΑΞΙΑ ΕΜΠΟΡ. 352.96

LESS DISCOUNT 0.02

NET VALUE / ΚΑΘΑΡΗ ΑΞΙΑ 352.94

V.A.T. / Φ.Π.Α. 67.06

ΣΗΜ.: Καθυστέρηση της πληρωμής πάνω από 30 μέρες επιβαρύνεται με τόκο ανάλογα με το τρέχον επιτόκιο.

BAL. / ΥΠΟΛ.: 0.00

RECEIVED BY / ΑΓΟΡΑΣΤΗΣ.....

V.A.T. CODE Φ.Π.Α.	VALUE OF GOODS ΑΞΙΑ ΕΜΠΟΡΕΥΜΑΤΩΝ	V.A.T. % Φ.Π.Α.	V.A.T. AMOUNT ΠΟΣΟ Φ.Π.Α.
3	352.94	19.00	67.06

**GREGORI PANAYI
LTD**

ΓΡΗΓΟΡΗΣ ΠΑΝΑΓΗ ΛΤΔ
 ΣΑΝ ΣΟΥΣΙ 2, ΑΚΡΟΠΟΛΗ
 2003 ΛΕΥΚΩΣΙΑ - ΚΥΠΡΟΣ
 Τηλ : 22336356, 22336357 - Φαξ : 22332329
 Email :- grpanayi@cytanet.com.cy



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 2, SAN SOUSI Str, Acropolis
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 Tel : 22336356, 22336357 - Φαξ : 22332329
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 Income Tax No. :- 12056034 I
 Registration No. : 56034

IFO Σουηδικά είδη Υγεινής - MARAZZI - Ιταλικά κεραμικά - Mora Σουηδικές βρύσες

PHILIPS UNIVERSITY

Telephone - Mobile :- 99414422
 Telephone - Home :-

, NICOSIA

Invoice No :- SI1900000820
 Document Date :- 04/11/2019
 Account Code :- 221PHU
 Page No. :- 1

Currency :- EUR
 Balance :- 0,00

SALES INVOICE

Item Code	Description	u.o.m	Qty	Price	Value	Disc. %	Net Amount	Vat Code	Total Amount
SAPKUR	URINAL SANITANA PIK	Each	12	50.00	600,00	0,00	600,00	1	714,00
105 6552180	BENKISER CETUS URINAL FLUSHER 1/2"	Each	12	53.00	636,00	0,00	636,00	1	756,84

Paid through bank transfer

V. A. T. ANALYSIS			
Vat Code	Rate	Goods Value	Vat Amount
1	19,00	1.236,00	234,84

INVOICE SUMMARY		
Gross Amount	Discount Amount	Amount
1.236,00	0,00	1.236,00
Vat Amount		234,84
Total Amount		1.470,84

On Behalf Of :-
 Gregoris Panayi Ltd

On Behalf Of :-
 PHILIPS UNIVERSITY

FYSAIR LTD

FYSAIR LTD
 Stavrou Avenue 47
 Strovolos
 Nicosia
 2035
 P.O. Box 28589
 2080 STROVOLOS
 Tel: 22497890
 Fax: 22311766/22879533
 E-mail: info@fysair.com

For Accounts Depart.

Paid.
 17/1/2020
 BOC.

STATEMENT OF ACCOUNT

PHILIPS COLLEGE
 7 TERASTAS
 2001 STROVOLOS
 P O BOX 28925
 2084 NICOSIA
 Phone: 22441860 Fax: 22315222

Account	3233629
Date	16/01/2020
Page	1 of 1
Periods	09/2019 to 01/2020
Currency	EUR

€655

DATE	REFERENCE	DETAILS	DEBIT	CREDIT	BALANCE
Brought Forward					0.00
24/10/2019	M28190	SPARE PART	140.00		140.00
04/11/2019	M28199	IND PCB CHANGED	70.00		210.00
12/12/2019	E00109757	SPARE PARTS	230.00		440.00
13/01/2020	M27845	SERVICE	215.00		655.00

Τραπεζικός λογαριασμός Fysair Ltd στη Τραπεζή Κύπρου
 357016948417

655.00	0.00	655.00
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Balance Including Saved Stock:
 Ageing Analysis

655.00

0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Days	151-180 Days	181+ Days
215.00	230.00	210.00	0.00	0.00	0.00	0.00

Appendix 3

Quality Assurance

Copied from
Annex 2/3
“INSTITUTION’S
INTERNAL REGULATIONS,
RULES AND POLICIES”

X. QUALITY ASSURANCE POLICY

1.0 INTRODUCTION

The vision of Philips University is to be a leading University in the region, by creating and offering Excellence in Teaching, Research and Service with a strong student focus. The predefined mission of (a) educating our students, for successful careers and life achievement, (b) understanding and underpinning the needs and evolutions of our society, (c) creating knowledge and progress, through research and innovation, generate the University's commitment to continuous improvement of Quality Assurance, in which Accountability, Responsibility, Consistency, Transparency and Innovation are *sine qua non*.

The system is built around established central values: Commitment to Excellence, Student Centered, People Oriented, Innovative, Accountable, and Socially Responsible. It is focused on the student, and it is balanced along the main axes of Teaching, Research and Service. The student focus is reflected in the quality management system. The University not only believes that it is better to involve students as active partners, but also endeavors to underline that quality management, by involving customers and key persons, is an essential element of public or private, and business or social-profit organizations. The University aims to sensitize students and staff to this practice of accountability and social responsibility.

Philips University draws upon the potential of motivated people in a motivating workplace. Management, therefore, is also focused on rewarding positive new practices and sharing them rather than overly controlling and disseminating existing practices. The quality assurance targets innovation and flexibility, and wants to avoid rigidity. Staff at the University are intrinsically motivated by customer focus and social responsibility. The fact that they elect to work in a university with a dynamic profile and a focus on performance reward, is an important element in human resources management (HRM). Innovation and flexibility are reflected in the Quality Management System (QMS), and the system itself is

subject to regular reviews of efficiency and user-friendliness by the Internal Quality Committee.

Philips University meets the requirements and the scope of the European Standards and Guidelines on Quality Assurance (ESG) utilizing a method of sustainable and Integrated Quality Management (IQM). It focuses both on institutional quality assurance and program quality management.

Programs are described according to the European Credit Transfer System (ECTS). Course descriptions contain the learning outcomes, competence goals, content and study materials, study volume, teaching hours and teaching methods, and methods for assessment. The course is set according to the European Qualification Framework (EQF) guidelines and national requirements.

Policy data, guidelines and decisions regarding quality management are communicated throughout the organization. Staff and student representatives are involved in outlining the quality management policy.

2.0 INTERNAL QUALITY ASSURANCE COMMITTEE

The Internal Quality Committee has the following composition:

- (a) The Vice-Rector for Academic Affairs, who shall preside;
- (b) one (1) member of the academic staff of each School, having significant scientific work and extensive academic experience covering preferably and, where possible, expertise in quality assurance procedures,
- (c) up to two (2) University members specializing in issues of quality assurance,
- (d) one (1) student representative who is nominated by the body representing the students.

3.0 THE SYSTEM OF INTERNAL QUALITY ASSURANCE

3.1 Internal Quality Assurance at Philips University is conducted in accordance with the *European Standards and Guidelines (ESG)* and the relevant national legislation.

The Internal Quality Assurance Committee has the overall control and supervision of the University's quality assurance system, whereas the central Quality Manager/Coordinator supervise(s) the quality management processes of teaching and learning, research, service-provision, and administration, without being responsible for the results of these key domains. The quality manager is responsible for:

- (a) The coordination and updating of QM procedures and action plans as a central section in the QM handbook.
- (b) The monitoring of the efficiency and use of the central mechanisms and indicators of quality assurance, on institutional level and on program level.
- (c) The supervision of QM reporting for internal and external quality assurance, in cooperation with the academic and the administrative units responsible for providing information.
- (d) Preparing and presiding the decision-making process in the Internal Quality Assurance Committee, and reporting to the top managerial group for final decision-making.
- (e) The coaching of staff working in the QM unit and the supervision of key performance factors that are specific for QM.
- (f) The communication about QM issues and the provision of QM information within Philips University.
- (g) The training of QM competences in personnel with a special focus on managerial functions and QSG-members, the development of QM methods and the deployment of mechanisms specific to QM.

3.2 Quality Assurance Procedure for Academic Departments:

The QA Coordinator submits the SAR (Self- Assessment Report) template to Program Coordinators, via The Departmental Internal Quality Assurance Committee. A selection of a minimum of five faculty members is created by the Program Coordinators, in order to participate in a quantitative research for the quality of a Program.

A qualitative research is conducted by interviewing ten students. The interviews are held by the Program Coordinator. The completed questionnaires are submitted to the Rector's office for any other reference.

For the production of the *SAR (Self- Assessment Report)*, cooperation is necessary among the different departments of the University, such as the Erasmus Office, the Office of Student Affairs, the Research Centre, the Department of Enrollment, the MIS Department, the Administrators and the QA Coordinator. The QA Coordinator and the School Administrators are responsible for submission of a SAR template complete with the following data to the Programs Coordinators:

- (i) Student and Faculty Mobility
- (ii) Student Employability
- (iii) Research Projects related to the Program
- (iv) Assessment Scores
- (v) Study progress
- (vi) Student Demographics
- (vii) Students' Progress
- (viii) F2015 Instructor Evaluation Results
- (ix) Curriculum
- (x) Semester Breakdown
- (xi) Syllabi
- (xii) Faculty info
- (xiii) Faculty CVs

Each Program coordinator is responsible, to develop the SAR and then the Departmental Internal Quality Assurance Committee finalizes it and proposes actions for improvement. The completed SAR is submitted to the Chair of the Department and the Dean of School.

Formulation of action plans concerning the suggestions for further actions made in the SARs, were decided. For this purpose, *Quality Improvement Plan for the Program form* is used in setting priorities for Improvement Plans.

The SAR and the *Quality Improvement Plan for the Program form* obtain approval from the Departmental and School Councils and both are submitted to the Internal Quality Assurance Committee.

Following a brief presentation of the SAR conclusions with emphasis on the Quality Improvement Plan of the Program form by the Program Coordinators involved, a meeting of the Internal Quality *Committee* is scheduled. The meeting is intended, for discussion and endorsement of the Self-Assessment Reports of the reviewed programs.

The Internal Quality Assurance Committee supervises the strategic quality management of the University, i.e. the choice of models and mechanisms in Quality Management, the key performance factors and indicators (KPF/KPI), the definition and the performance of working groups.

Finally, the Program Coordinators deliver a *Mid-term* (every 6 months) and a *Final Implementation Report - Quality Improvement Plan of the Program form* to the Internal Quality Assurance Committee, in order to validate the procedure.

3.2 Quality Assurance Procedure for Administration Departments:

The Policy of Quality Assurance is the main pillar of a coherent institutional Quality Assurance system that forms a cycle for continuous improvement and contributes to the accountability of the institution. The Quality Assurance Policy of Philips University and the Mission statement are crucial documents that are visible to all people involved in the University. The review of how Philips University scores on the strategic elements in this mission, based on quality indicators, is a quality management document.

Appendix 4

Plagiarism

Copied from
Annex 2/3
INSTITUTION'S
INTERNAL REGULATIONS,
RULES AND POLICIES

21.0 POLICY ON PREVENTING AND DEALING WITH ACADEMIC WRITING MISCONDUCT

21.0 Definitions and abbreviations

21.1 Academic integrity means honesty and responsibility in scholarship and research. It involves creating and expressing one's own ideas in coursework and published works, acknowledging all sources of information. It also implies completing assignments independently, or acknowledging collaboration (when it is required). Furthermore, it requires honesty during examinations and the accurate reporting of results when conducting research.

21.2 Academic writing misconduct is any action or attempted action that may result in an unfair academic advantage for oneself, or an unfair academic advantage or disadvantage for any other member(s) of the academic community. Academic writing misconduct includes, but is not limited to, unacknowledged appropriation of the work of others; altering academic documents or transcripts; falsification or fabrication of data; misrepresentation of data to gain access to materials before they are intended to be available; failure to declare conflicts of interest; failure to follow accepted procedures or meet legal or ethical requirements, or to exercise due care in carrying out responsibilities for avoiding unreasonable harm or risk to humans, animals and/or the environment; and helping anyone to gain an unfair academic advantage.

21.3 Plagiarism is the use of words, inventions, ideas, opinions, discoveries, artwork images, music recordings, or computer-generated work (from any printed, digital or internet-based source, whether published or not) of another person, even if the content is openly licensed, and presenting it as one's own work without acknowledging the source. Plagiarism may be the result of intentional, inattentive or unintentional behavior.

Plagiarism cannot be confirmed by mere similarities between words in the source text and the borrowed text, as in the case of terminology, commonly used phrases and known facts. Plagiarism should be distinguished from other forms of academic writing misconduct, such as, but not limited to:

- collusion and fabrication or falsification of data;
- purchasing of assignments, dissertations, and theses via the Internet, or using a ghost writer and presenting this person's documents as one's own work;
- presenting the same work for more than one course or in consecutive years; and
- the re-use of one's previously evaluated or published material without acknowledgment or any kind of indication.

21.4 Acknowledgment is the use of references in academic writing to indicate the source of previously expressed ideas or published material and the details of the publication.

- 21.5 Good Academic Writing** refers clearly and consistently to the sources used; bears evidence of individual and independent thinking on and processing of existing knowledge; and includes citations and paraphrases that are correct and just versions of the contents of the source text.
- 21.6 First Written Warnings** are warnings for very minor offences, when it is seldom necessary to embark on additional disciplinary procedures.
- 21.7 Final Written Warnings** are documents that immediately follow on a First Written Warning when firmer action is demanded due to the First Written Warning being disregarded, or because the offence was repeated, additional offences occurred and/or the offence (first or recurring offence) is considered serious enough to deserve disciplinary action firmer than a First Written Warning.

22.0 Background

Academic integrity is the moral code of academia and the foundation of academic excellence. It requires honest as well as responsible scholarship and is an expression of personal integrity and honesty. Upholding the practice of academic integrity is, therefore, a reflection of individual, personal and professional integrity.

This Policy on Preventing and Dealing with Academic Writing Misconduct contributes to instilling the values of academic integrity, scientific discourse, high standards, and ethics in all academic endeavours. Academic writing misconduct and plagiarism are serious concerns and are subject to strict corrective action.

23.0 What happens if a student plagiarises?

Where plagiarism is identified, it will be necessary to decide:

- Whether the plagiarism should be dealt with at an informal or a formal level; and
- If a formal response is required, the level of response which is appropriate

This decision requires a determination as to whether the alleged plagiarism is significant or not.

When a teacher suspects an instance of plagiarism, the following steps will be taken:

The teacher who is marking the paper or assessing the creative project will initially assess the degree of plagiarism, taking into account how much material was plagiarised, how much it impacted on the work presented as original, and the percentage load of the particular assessment task within the course.

The teacher will inform the Head of Department, who will assist in determining whether there is plagiarism and, if so, whether it is non-significant plagiarism or significant plagiarism.

In determining whether plagiarism is non-significant or significant, and assessing its seriousness, consideration is given to the student's apparent level of intention to deceive. The level and effect of that intention will be the primary consideration in determining penalties or further action.

If the plagiarism in the assignment or project is judged as non-significant the Head of Department and the teacher concerned will discuss this with the student, will listen to the student's viewpoint and, if appropriate, issue a verbal warning to the student. The matter will also be noted on the student's file and a copy of the note will be provided to the student.

If the plagiarism in the assignment or project is judged as significant, the Head of Department and the teacher concerned will discuss this with the student. The student will be given advance notice of the purpose of the meeting and may bring a support person to the interview. The purpose of the interview will be to determine whether and how much plagiarism has occurred and gives the student the opportunity to respond. If requested, the student will be given the opportunity to respond in writing before any decision is taken regarding penalties.

During the interview, should the student's work be confirmed as containing plagiarism, the range of likely penalties will be discussed. Depending on the level of significance of the plagiarism:

- the student may be required to undertake an additional assessment task in that subject, or to re-submit the original assessment task after re-working it
- the student's work may be assessed as Fail (F) for the subject for the relevant time period
- the student may receive a grade of Fail (F) as their final assessment for the subject for the year, which could lead to failure of the course
- the most serious cases of significant offences could be considered as serious misconduct and, after investigation, penalties could include failure in the course and exclusion from Philips University.

In all these cases, the matter will be noted on the student's file and a copy of the note will be provided to the student.

If a student disagrees with the penalty issued as a result of an allegation of plagiarism, the student may submit a grievance to the Disciplinary Committee for examination.

Appendix 5

Research Policy

Copied from
Annex 2/3
INSTITUTION'S
INTERNAL REGULATIONS
RULES AND POLICIES

XI. THE UNIVERSITY'S RESEARCH POLICY, REGULATIONS & PROCEDURES

1.0 INTRODUCTION

- 1.1 The Research Policy of Philips University provides a code of conduct for research and is intended for all faculty members, special teaching personnel, scientific collaborators, research associates, and students carrying out research at or on behalf of the University. The university focuses on both fundamental and applied research and wherever possible the commercial application or exploitation of the research results.
- 1.2 As stated in the mission, Philips University aspires to excellence of quality in all aspects of its work. Research and scholarship is central to the mission of the University. It is the cornerstone of the continuing creation of the knowledge, which is the foundation of all disciplines.
- 1.3 Research and scholarship can flourish only in an environment of academic freedom, which includes freedom of inquiry and the right to disseminate the results, thereof, freedom to challenge conventional thought, freedom from institutional censorship, and the privilege of conducting research on human and animal subjects.
- 1.4 There is a Research Center, the mission of which is to create and maintain an atmosphere conducive to the pursuit of research by supporting, promoting and enhancing research actions and collaborations both within and outside the University.

2.0 THE SCOPE OF RESEARCH POLICY

- 2.1 All academic activity at Philips University should be conducted according to good ethical practice and with the highest standards of integrity. This policy, however, sets out the principles and procedures for research. Ethical issues arising from learning and teaching should be addressed by the program or module leader seeking advice as appropriate from the Vice-Rector for Research and Innovation of the University.

2.2 The term *research* refers to:

- a. original investigation leading to the creation of knowledge
- b. replication of an investigation for the purposes of developing the researcher – this will include undergraduate independent studies and postgraduate dissertations, but also smaller scale projects that form part of a module's assessment.
- c. evaluation
- d. audit

2.3 The term *researcher*, refers to:

- a. any member of staff at Philips University
- b. any student at Philips University engaging in research
- c. any individual who is not a member of staff or student at the University, undertaking research using University premises and facilities, and/or on behalf of the University (hereafter referred to as an Associate Researcher).
- d. researchers should be able to demonstrate that the research they undertake is worthwhile and necessary.

3.0 ETHICAL PRINCIPLES

The University's stance on ethical issues is underpinned by the following key principles:

3.1 Research must be:

- justified
- informed consent must be given by participants
- participation in research must be voluntary
- confidentiality must be ensured
- any risk of harm to participants, animal subjects or the researcher(s) should be appropriately mitigated.

3.2 All research undertaken under the auspices of Philips University must meet statutory requirements. Of particular relevance is the Bioethics Law (N.150 (I)/2001 and 53 (I)/2010), the Data Protection Law (2001), the Patients Protection Law (2005), and

all those laws that create the legal framework for the Cyprus National Bioethics Committee.

3.3 Researchers in particular disciplines should comply with any research ethics guidelines set out by their professional associations.

3.4 Research Councils, charitable trusts and other research funding bodies in most cases require an undertaking from grant applicants that research proposals involving human participants have been approved by the University Research Ethics Committee or another appropriate body. Some also require audited compliance with their guidelines.

4.0 FUNDAMENTAL PRINCIPLES OF THE RESEARCH POLICY

4.1 The University wishes to remain as a Center of excellence and to keep upgrading its research capabilities. In this regard, the Vice-Rector for Research and Innovation of the University is vested with the responsibility of facilitating the research effort of the University. However, each department will be responsible for its own research in the same way that each academic will be responsible for his own research.

4.2 All academics carry the responsibility of enhancing the research capabilities of the University.

4.3 The research activities of each department should respect the research standards of the University as communicated from time to time.

4.4 The University will support the research capabilities and research potential of staff and students.

4.5 The University research policy will be reviewed periodically with a view to bringing it in line with accepted research practices as other learned academic institutions.

4.6 Research work should be reviewed methodically before being published so as to ensure consistency with the standards set by the University.

- 4.7 The University encourages academics to be in constant touch with new developments in the research field and to evaluate the relevance of such developments to activities of Philips University.
- 4.8 The University will provide staff with advice on research.
- 4.9 Departments and academics are expected to work in unison with each other to further the research activities of the University.
- 4.10 Academics are expected to work closely with outside research bodies that impact on the University and its research activities and to ensure that the University benefits for such contacts.
- 4.11 Staff are encouraged to exchange information with respected research bodies and to make sure that ideas flow without hindrance in all directions and that such exchanges are meaningful to the University its staff and students.
- 4.12 The University expects academics to set up research timetables and deadlines and adhere to them.
- 4.13 Academics are encouraged to find self-financing research projects.
- 4.14 Academics are encouraged to attend presentations, seminars and other learning activities covering research methodology and related issues.
- 4.15 Staff are encouraged to attend academic conferences and to read papers.

5.0 BASIC OBLIGATIONS

- 5.1 The primary responsibility for the selection and carrying out of Research shall rest with the Researcher and to this end he or she shall:
 - (i) maintain the highest standards of honesty, integrity and ethical behavior in all Research;

- (ii) familiarize himself or herself with and adhere to the Regulatory Framework and the regulations, policies and guidelines of any Agency relevant to his or her Research;
- (iii) not misrepresent his or her academic, professional or employment credentials or experience;
- (iv) obtain necessary approvals including, but not limited to, ethics, protocol and standard operating procedure approvals, before engaging in a Research activity for which prior approval is necessary; and (v) use scholarly and scientific rigor and integrity in obtaining, recording and analyzing Data, and in reporting and publishing results.

5.1 The University shall take reasonable measures to ensure that researchers are made aware of, and kept informed of changes to the Regulatory Framework relevant to Research.

5.2 In the case of collaborative or team research, the Principal Investigator shall take reasonable measures to ensure that the members of the Research group or team are aware of and comply with the Regulatory Framework relevant to the research being undertaken.

5.3 The Office of the Dean of each School shall implement reasonable measures to ensure that students who engage in research are aware of: (i) their obligations in respect to academic integrity and the ethical conduct of research; (ii) the Regulatory Framework relevant to their research.

5.3.4 A supervisor of Students engaged in Research shall take reasonable measures to:

- (a) ensure that the students have been advised of their obligations in respect of academic integrity and the ethical conduct of Research;
- (b) ensure that the students have received a copy of the Regulatory Framework relevant to their particular research;

- (c) provide the students with a copy of any research related documents which the Students have been asked to sign; and
- (d) disclose to the students any special conditions concerning such matters as constraints on publication, limitations on future use of data, and ownership of intellectual property that may influence a student's decision to participate in the research.

