



Doc. 300.1.2.07.14.195

# Institution Response (Institutional Evaluation)

Date: 30/09/2025

- Higher Education Institution: InterNapa College
- Town: Ammochostos
- Institution Status: Currently Operating

The present document has been prepared within the framework of the authority and competencies of the Cyprus Agency of Quality Assurance and Accreditation in Higher Education, according to the provisions of the “Quality Assurance and Accreditation of Higher Education and the Establishment and Operation of an Agency on Related Matters Laws” of 2015 to 2021 [L.136(I)/2015 – L.132(I)/2021].

## A. Guidelines on content and structure of the report

- *The Higher Education Institution (HEI) based on the External Evaluation EEC's (EEC's) evaluation report (Doc.300.2.1) must justify whether actions have been taken in improving the quality of the Institution in each assessment area.*
- *In particular, in the section building facilities, student welfare services, infrastructure, the HEI must respond on the comments and scoring of the EEC.*
- *Under each assessment area, the HEI must respond on, without changing the format of the report:*
  - *the findings, strengths, areas of improvement and recommendations of the EEC*
  - *the deficiencies noted under the quality indicators (criteria)*
  - *the conclusions and final remarks noted by the EEC*
- *The HEI's response must follow below the EEC's comments, which must be copied from the external evaluation report (Doc. 300.2.1).*
- *In case of annexes, those should be attached and sent on a separate document.*

## **BUILDING FACILITIES - STUDENT WELFARE SERVICES - INFRASTRUCTURE**

We thank the evaluation EEC for the thorough review of InterNapa College's buildings and facilities, including the main campus at 4 Griva Digeni Avenue and the Library (Marthelenion Megaron) and the building at 1 Demokratias Street (Giorgion Megaro), as well as for acknowledging that the submitted data and documentation were complete, well organized, and satisfactory.

Regarding the specific notes raised:

### **1. Building facilities**

#### **1.1 Plans and licenses**

##### **Operating Licences**

At the time of the visit, the operating licences presented for the main building and the library had expired, as noted in the report. This was due to the renewal process being in progress with the relevant authorities. We are pleased to confirm that all updated operating licences have since been granted and are currently valid for both the main building and the library (see Appendix 1).

#### **1.2 Other facilities**

##### **Elevator Inspection**

The elevator at the main building displayed a valid inspection verification until March 2025. The scheduled inspection for that date, which had not yet taken place during the EEC's visit, has now been successfully carried out, and the certificate is valid and available (see Appendix 2).

### **2. Student welfare services**

InterNapa College fully agrees with the EEC's observations regarding student welfare services and views the comments of the EEA as constructive and very welcome. As an institution, it is part of our culture to embrace continuous improvement, and we are committed to adopting the EEC's recommendations thoroughly and effectively. At the same time, it is important to note that, taking into consideration the size of the College and the characteristics of our student cohort, our welfare services already operate at a high level of quality. These services include personalised academic and welfare support, health and counselling provision, active engagement through the Student

Affairs Office, and structured opportunities for participation in student life. We therefore see the EEC's feedback as a valuable opportunity to further enhance what is already a robust and student-centred framework of support. These welfare services may include:

### 1. Student Affairs Office & Rights & Responsibilities

The College has a dedicated Student Affairs Office committed to enhancing and providing support throughout students' time at INC and beyond. The Student Affairs Office explicitly states that it promotes students' rights and welfare, and encourages students to bring forward interests, concerns, or questions. Beyond making publicly available all essential information, students are also encouraged to participate in improving welfare services through their own input—either formally (via the INC reception) or informally (through the suggestion box or the dedicated link on the College website). This ensures that student voices are consistently heard and integrated into the continuous enhancement of welfare services.

### 2. Extracurricular Opportunities & Student Life

Students are encouraged to take advantage of extracurricular opportunities and services which complement academic life, designed to enhance their intellectual, emotional, physical, cultural, ethical and social development in a safe and secure environment. In addition, INC operates a Student Union, organises regular events such as the Student Job Fair, educational trips, invites guest speakers, organizes seminars and conferences and provides a comprehensive Student Handbook with clearly defined Student Appeals, Complaints & Grievances procedures to ensure student voice and participation. Beyond these standing structures, INC implements a diverse programme of extracurricular activities, as reflected in the **Fall 2025–26 Activity Days**. These include interactive workshops and competitions designed to foster both academic and personal growth (Appendix 3). For example:

- **Workshop 1: Academic Presentation Skills** helped students develop communication, teamwork, and reflective abilities essential for academic and professional success.
- **Competition 1: The Globetrotters Quiz** engaged students in cultural and geographical knowledge, promoting teamwork and global awareness.
- **Workshop 2: Stress Management and Wellbeing** provided students with practical tools for managing stress and promoting mental health in academic and hospitality contexts.

- **Competition 2: Treasure Hunt – Hidden Treasures of Hospitality** offered a playful, team-based approach to hospitality concepts, encouraging observation, problem-solving, and collaboration.

Such activities, combined with structured support services, ensure that INC provides a holistic environment where students can thrive academically, socially, and personally.

### 3. Health, Counselling & Insurance Services

The College provides Health and Counselling Services for issues including illness, stress, and personal emergencies. International students are required to have health insurance, and the Admissions Department provides detailed information and guidance on this matter. In addition, INC employs a dedicated College Counsellor who is available to students both formally (through approved internal procedures) and anonymously (via a confidential link on the College's website). The Counsellor collaborates closely with the Office of Academic Affairs and the Office of Student Affairs to ensure that, where necessary, specialised services such as support for learning difficulties or mental health interventions can be outsourced to qualified professionals. This systematic approach allows the College to address individual cases effectively while managing student welfare in an integrated manner.

Furthermore, InterNapa College maintains collaborations with national authorities and government organisations, including the Cyprus National Authority for the Prevention of Alcohol Use and Substance Abuse. Through these partnerships, students benefit from access to official resources, preventive education, and specialised support where needed. Complementing these measures, the College Counsellor regularly delivers experiential workshops designed to promote student engagement, raise awareness of the challenges students may face, and increase openness in addressing them. These workshops also serve to inform students and staff alike about the range of options and support services that the College provides, thereby reinforcing a culture of care, wellbeing, and inclusion across the institution.

#### **4. Support for International Students**

INC acknowledges a diverse international student body and for this purpose systematic support mechanisms have been developed to meet those needs. The health insurance requirement for all international students, together with guidance provided by the Admissions Department for non-European students, ensures access to essential healthcare services and compliance with national regulations. Beyond this, the Office of Student Affairs plays a central role in supporting prospective and current international students by providing information, assistance, and guidance through dedicated F.A.Qs, the Student Handbook, and personalised counselling.

In addition to these formal channels, the College offers a range of complementary services designed to facilitate international students' smooth integration into both academic life and the local community. These include a housing service to assist students in securing suitable accommodation, job-finding support that connects students with local employment opportunities, and daily life advice on practical matters such as transportation, banking, and healthcare access. Furthermore, an induction programme for academic and cultural adaptation is provided at the start of each academic year, helping students to adjust to the Cypriot higher education environment while also fostering intercultural understanding and community building. Through these combined measures, INC ensures that international students receive holistic support covering academic, social, and personal dimensions of their experience, enabling them to thrive both inside and outside the classroom.

#### **5. Academic / Welfare Data & Feedback Channels**

INC has formal channels such as the Student Handbook, the Student Appeals, Complaints & Grievances procedures, and Student F.A.Qs for both current and prospective students. These mechanisms provide a structured system for collecting feedback and addressing welfare or academic concerns. In addition, a College Management System has been installed to support and ensure the effective implementation of all standard operating procedures related to the Academic Department and the College's administration.

#### **6. Physical Location & Access**

INC campus is located in Sotira, in a region that combines cultural, social, and tourist infrastructure (Ayia Napa / Protaras nearby), offering amenities accessible to all students.

### 3. Infrastructure

#### Fire Safety Certificates

While the Fire Safety Certificate for the main College building was submitted during the evaluation, the certificate for the library was pending at that time. INC confirms that the updated Fire Safety Certificate for the library has since been issued and is valid (see Appendix 4).

#### Certificate for Electrical and Mechanical Installations

Similarly, the Certificate for Adequate Electrical and Mechanical Installations was available for the main building but not for the library at the time of the visit. This has since been rectified, with valid certificates now in place for both facilities (see Appendix 5).

#### Certificate for the Elevator

While the Certificate for the Elevator for the main College building was submitted during the evaluation, an updated was requested. INC confirms that the updated Certificate for the Elevator for the library has since been issued and is valid (see Appendix 6).

#### Operating License

Last but not least, the Certificate for Adequate Electrical and Mechanical Installations was available for the main building but not for the library at the time of the visit. INC confirms that the updated Fire Safety Certificate for the library has since been issued and is valid (see Appendix 7).

In conclusion, while certain certificates and licences were under renewal or pending at the time of the site visit, we wish to assure the EEC that all required documentation for the safe and lawful operation of InterNapa College facilities has now been duly issued. The College maintains a proactive approach to compliance and ensures that all building-related certifications are kept up to date in order to guarantee the safety, accessibility, and well-being of students, staff, and visitors.

## 1. Institution's Academic Profile and Orientation

### Sub-Areas

#### **1.1 Mission and strategic planning**

#### **1.2 Connecting with society**

#### **1.3 Development processes**

### **Mission and strategic planning**

INC warmly welcomes EEC's positive observations regarding the Institution's mission statement, strategic planning, and alignment of academic programmes with institutional goals. We are pleased that the mission statement is recognised as clearly articulated, accessible, and disseminated, reflecting the College's identity and commitment to student-centred, quality-driven education. INC administration also values EEA's acknowledgment of our 5-Year Strategic Plan, which sets out short, medium, and long-term objectives that are regularly revised and adapted to evolving educational, societal, and labour market needs. The recognition by the EEC that our programmes of study (including the MBA, the BA in Hospitality and Tourism Management, the Diplomas in Hospitality and Tourism and Culinary Arts, the Certificate in Professional Bartending, and the English Language Foundation Programme) align well with our institutional aims is deeply encouraging.

INC particularly appreciates EEC's recognition of the active engagement of our academic community in shaping and monitoring the Institution's strategies, as well as the participation of a wide range of stakeholders at local, national, and European levels. This collaborative approach reflects our culture of inclusiveness, shared responsibility, and continuous improvement. The EEC's positive evaluation of our mechanisms for data collection and analysis further affirms that our decision-making processes are robust, evidence-based, and effective in guiding institutional development. Finally, INC takes note of the EEC's concluding remark on the importance of sustaining the excellent culture currently present at InterNapa College. This observation is particularly valued, as nurturing and strengthening our institutional culture is central to our mission. We are committed not only to preserving this culture but also to enhancing it through ongoing investment in our people, our programmes, and our community.

In sum, we welcome the EEC's feedback as both recognition of our achievements and encouragement to continue building on a solid foundation of mission-driven growth and development.

### **Connecting with society**

INC is grateful for the EEC's recognition of the Institution's effective mechanisms for assessing and responding to the needs and demands of society. INC places great value on our continuous dialogue with industry partners, local authorities, and national bodies, which ensures that our programmes and initiatives remain relevant, future-oriented, and aligned with labour market expectations. INC also welcomes the EEC's acknowledgement of our diverse communication channels. By utilising our website, social media platforms, printed materials, career fairs, and participation in public events, we strive to ensure that accurate and timely information is always available to prospective students, stakeholders, and the wider public. This transparency reflects our mission to serve not only our students but also the broader community.

INC particularly appreciates EEC's recognition of our efforts to maintain strong connections with our graduates. Platforms such as HOSCO, along with alumni events and digital networks, allow us to track career progress, gather feedback, and strengthen our graduates' professional opportunities in Cyprus and abroad. These connections not only benefit our alumni but also inform the continuous enhancement of our academic programmes. INC is deeply committed to ensuring that its activities have a positive impact on society. Our close ties with the hospitality and tourism sector, our collaborations with municipal and national organisations (such as those promoting wellbeing and social responsibility), and our contribution to the cultural and economic vibrancy of the Famagusta region reflect our role as both an educational and community asset.

Finally, INC notes of the EEC's advice to continue to enhance our profile and highlight our role in the area where we are based. We consider this an important direction, as EEC is uniquely positioned in Sotira, near Ayia Napa and Protaras, a region at the heart of Cyprus's hospitality and tourism industry. Our location, combined with our specialised programmes in hospitality, tourism, culinary arts, and business, gives us a distinctive identity as a driver of knowledge, skills, and innovation in the sector. INC therefore sees the EEC's recommendation not only as recognition of our existing impact but also as encouragement to showcase more prominently our role as a regional and national asset, serving students, employers, and society through high-quality education and meaningful engagement.

## Development processes

INC is grateful for the EEC's recognition of the Institution's effective procedures in place to attract and select teaching staff with the formal and substantive skills required to teach, research, and carry out their responsibilities effectively. INC particularly values the EEC's acknowledgement that the academic staff themselves spoke very highly of the professional development support offered by the Institution. This reinforces INC's strong commitment to investing in its faculty, as their growth directly benefits the quality of teaching, learning, and research. INC also welcomes the EEC's positive comments on the alignment of academic staff recruitment and professional development planning with the Institution's broader Academic Development Plan. This integration ensures that staffing decisions are strategic, forward-looking, and consistent with INC's mission and goals.

The EEC's recognition of INC's two-year growth budget and the adequacy and transparency of the funding processes is particularly appreciated. These financial mechanisms not only ensure the effective operation of the Institution but also enable the continuous improvement of the quality of its programmes of study. With respect to student recruitment, INC is pleased that the EEC highlighted the effectiveness of the strategy in attracting international students, particularly to the MBA programme. INC acknowledges that attracting Cypriot students to its undergraduate and diploma programmes presents a greater challenge. This is partly linked to demographic trends in Cyprus and the competitive higher education environment. Nevertheless, INC is actively working to enhance its visibility among local students by strengthening partnerships with secondary schools, expanding outreach initiatives, and highlighting the unique advantages of studying in its specialised programmes, particularly in Hospitality, Tourism, and Culinary Arts, which are closely aligned with the needs of the Cypriot economy.

INC views the EEC's comments as constructive guidance and remains confident that, by building on its strong international profile while further engaging with the local community, the Institution will continue to balance and diversify its student body. The ultimate aim is to maintain high quality and cultural diversity while ensuring that programmes remain attractive, accessible, and relevant to both local and international students. Finally, INC fully complies with the EEC's recommendation and it systemically continues to reflect on how its success in attracting Cypriot students to its MBA programme can offer lessons for its attraction of Cypriot students to other programmes.

## Quality Assurance

### **Sub-Areas**

#### **2.1 System and quality assurance strategy**

#### **2.2 Ensuring quality for the programmes of study**

## System and Quality Assurance Strategy

INC is very appreciative of the EEC's positive evaluation of its quality assurance framework and policies. The EEC's recognition that quality assurance is embedded in INC's strategic management affirms the Institution's long-standing commitment to academic excellence, accountability, and transparency. INC welcomes the observation that the quality assurance system effectively covers all dimensions of its activity, including teaching and learning, research, connections with society, management, and support services. This reflects the College's holistic approach to quality, ensuring that academic provision is fully aligned with stakeholder expectations and international standards.

The acknowledgement that internal stakeholders develop and implement quality assurance policies through appropriate structures and processes, while also involving external stakeholders, is particularly valued. This recognition highlights INC's collaborative and inclusive approach, where faculty, staff, students, employers, and industry partners all contribute to shaping and monitoring the quality of the educational experience. INC further appreciates the EEC's comments on the ethical standards, codes of conduct, and complaints and appeals procedures that are in place. These mechanisms provide safeguards against intolerance and discrimination, while fostering a fair, transparent, and respectful learning and working environment. The EEC's remark on the active promotion of a culture of quality within the Institution resonates strongly with INC's mission. Continuous improvement is not only a policy but part of INC's institutional ethos, reinforced through periodic reviews, professional development, and student feedback. INC also notes with satisfaction the EEC's recognition of its life cycle regulations and the recognition practices aligned with national and international authorities and frameworks. By ensuring that graduates receive extensive documentation explaining the qualifications they have achieved, INC provides clarity, transparency, and international portability of its awards, thereby enhancing graduates' employability and academic progression opportunities.

The EEC's appraisal confirms that INC's quality assurance system is both comprehensive and effective. INC views this recognition as an endorsement of its ongoing efforts to embed a culture of quality across all activities, while also serving as motivation to continue refining its policies and practices. By sustaining this culture, INC remains committed to safeguarding academic standards, supporting students and staff, and ensuring that its qualifications maintain strong recognition and value at the local, national, and European levels.

### **Ensuring quality for the programmes of study**

INC warmly welcomes the EEC's recognition of its clear and comprehensive policy for ensuring the quality of its programmes of study. The acknowledgement that INC adequately adheres to all relevant criteria affirms the Institution's commitment to providing a rigorous, transparent, and student-centred educational experience. INC particularly appreciates the EEC's positive comments on the criteria for assessing student performance, the quality control system, and the evaluation results. These areas reflect the College's systematic approach to safeguarding academic standards and ensuring fairness and consistency in student assessment. The recognition of INC's plagiarism policy and its policy for considering student objections to results also demonstrates that the Institution upholds academic integrity while protecting students' rights through clear and transparent processes.

The EEC's affirmation that learning process methodologies and student performance evaluation data collection are implemented in a clear and quality-assured manner is especially valued. These practices ensure that feedback is systematically gathered and analysed, allowing INC to refine teaching and learning approaches in line with student needs and institutional goals. Finally, INC is encouraged by the EEC's conclusion that its facilities are fit for purpose and that academic support is appropriately structured and effective. This reflects the College's investment in both its physical infrastructure and its human resources to provide an environment conducive to academic success. INC views the EEC's comments as both an endorsement of its existing quality assurance mechanisms and as motivation to continue strengthening its practices. By sustaining transparent assessment processes, robust academic integrity policies, and strong academic support structures, INC reaffirms its commitment to delivering programmes of study that are of consistently high quality, aligned with both student expectations and international standards.

## General Conclusion

INC warmly welcomes the EEC's recognition of its robust and active Quality Assurance System and Strategy. The acknowledgement that quality assurance is embedded across all functions and sectors of the Institution affirms INC's culture of continuous improvement and its commitment to maintaining high standards in teaching, learning, research, administration, and student support. INC also appreciates the EEC's observations regarding the library facilities. While it is noted that the library is located in a separate building, it remains a comfortable and resourceful area for study, with access to a variety of information sources. The recommendation to consistently expand the collection of physical books, particularly in the fields of hospitality and tourism, is very welcome. As a specialised institution in these areas, INC recognises the value that such resources provide to both students and faculty, complementing the digital databases already available (EBSCO, ProQuest, etc.) and further enriching the academic environment.

The EEC's highly positive assessment of administrative staff qualifications and professionalism is particularly encouraging. INC is proud that its administrative team has been recognised as organised, competent, and fully aware of their responsibilities. The positive feedback from students, highlighted by the EEC, reflects the genuine commitment of staff to provide excellent support and guidance. Furthermore, the EEC's comments regarding the staff's readiness to effectively support international students and students with special needs are greatly appreciated. INC takes pride in its inclusive environment and is committed to ensuring that all students—regardless of background, nationality, or ability—feel supported and empowered to succeed. The adequacy of facilities and equipment for students with disabilities, combined with the staff's preparedness, demonstrates INC's practical commitment to accessibility and equity. INC views the EEC's findings as an endorsement of its strategic direction and operational practices. The College remains committed to:

- Sustaining its strong quality assurance culture,
- Enriching its library resources with specialised physical books in hospitality and tourism, and
- Continuing to invest in the professionalism and inclusivity of its administrative staff.

By doing so, INC reaffirms its mission to deliver a high-quality, student-centred education while maintaining an environment that is inclusive, supportive, and forward-looking. Therefore INC is very appreciative of the EEC's recognition of the Institution's active quality culture, which is reinforced by the close ties and sense of mutual responsibility among all stakeholders. This strength reflects INC's ethos of collaboration, openness, and shared accountability, where faculty, staff, students, and external partners all contribute to the continuous enhancement of academic and support services. INC also values the EEC's acknowledgment of the improvements introduced in buildings, facilities, and administrative procedures, which demonstrate the Institution's ability to respond to evolving needs in a timely and systematic manner. At the same time, INC recognises the importance of the EEC's recommendations as a constructive roadmap for sustaining momentum. The encouragement to continue strengthening robust quality assurance is aligned with INC's strategic vision, as the Institution views quality not as a static achievement but as an ongoing process of review, reflection, and renewal. While INC already benefits from well-established policies, procedures, and mechanisms, the recommendation underscores the need to maintain vigilance and ensure that quality enhancement remains deeply embedded in all areas of academic and administrative life.

Similarly, the recommendation to continue investing in facilities and equipment resonates strongly with INC's development priorities. Recent improvements to infrastructure and administrative systems have had a clear positive impact on the student and staff experience. Nevertheless, INC accepts that continuous investment is essential to remain competitive in a fast-evolving educational and professional environment. In particular, upgrading learning resources, integrating new technologies, and maintaining high-quality physical environments are central to sustaining academic excellence and student satisfaction. The EEC's reflections highlight both areas of strength and constructive pathways for further development. INC views these remarks as an affirmation that its strategies are on the right trajectory, while also serving as a reminder that sustaining an active quality culture and investing consistently in facilities and equipment are critical for long-term success. By embracing this balance of recognition and challenge, INC reaffirms its commitment to continuous improvement, stakeholder engagement, and providing a learning environment that meets and exceeds the expectations of students, faculty, and society.

## 2. Administration

### Administration

INC warmly welcomes the EEC's recognition that the administrative structure is fully aligned with both national legislation and the Institution's declared mission. This alignment demonstrates that INC's governance framework is not only legally compliant but also mission-driven, ensuring that every decision contributes to the College's overarching educational and societal objectives. The EEC's observation that teaching staff, administrative staff, and students participate satisfactorily in the management of the Institution through specified procedures is particularly valued. INC considers shared governance a cornerstone of its culture, and the highly interactive and engaged mode of conduct of all members of the administrative structure reflects the College's ethos of inclusiveness, openness, and collegiality. This participatory approach strengthens institutional cohesion and enhances the sense of ownership across all stakeholders.

INC is also encouraged by the recognition that in academic matters, decision-making lies appropriately within the remit of academics and the Academic Council. This ensures that academic integrity, academic freedom, and scholarly expertise guide all academic decisions. The EEC's acknowledgment that effective procedures are in place to safeguard transparency in decision-making further validates INC's commitment to accountability and fairness. The EEC's positive evaluation that the administration operates in full accordance with internal rules and legislation, and that procedures for disseminating and implementing decisions are clearly formulated and effectively applied, provides further reassurance that INC's governance structures are both robust and functional. Such clarity in administrative practices helps to ensure consistency, reliability, and trust within the academic community. Finally, INC appreciates the EEC's reference to the procedures addressing academic misconduct, including plagiarism. This recognition underscores the College's strong emphasis on academic integrity and the cultivation of an ethical learning environment. Policies on plagiarism and misconduct are not only enforced but are also embedded into teaching and learning practices to foster a culture of honesty and responsibility among students and staff. The EEC's findings confirm that INC's governance and administrative structures are effective, transparent, and mission-driven. INC views these comments as an endorsement of its inclusive, interactive, and legally compliant governance

model, while also serving as encouragement to continue nurturing a participatory culture that ensures fairness, accountability, and academic integrity at all levels.

In general, INC greatly appreciates the EEC's confirmation that, based on both documentary evidence and the site visit, the Institution's administration is operating very effectively. This recognition validates the College's ongoing efforts to build a governance model that is transparent, participatory, and fully aligned with its mission and strategic objectives. INC particularly values the EEC's identification of the highly participative and interactive mode of operation of the administration as a major strength. The acknowledgement that this participatory model fosters a strong sense of responsibility and commitment across all stakeholders — including faculty, administrative staff, and students — reflects the Institution's culture of inclusiveness, collegiality, and shared ownership. This culture of engagement is one of INC's most important assets, ensuring that decisions are not only effective but also embraced and supported by the academic community.

The EEC's encouragement to sustain the current high performance of the administration is very welcome. INC interprets this recommendation as recognition that its administrative structures are well established and effective, while also serving as a reminder that strong governance requires ongoing vigilance, adaptability, and continuous improvement. INC views these findings as both an endorsement of the effectiveness of its administration and a constructive call to maintain and further consolidate this strength in the years ahead. By continuing to nurture its participatory governance culture, investing in staff development, and ensuring that decision-making remains transparent and mission-driven, INC is confident that its administration will remain a cornerstone of the Institution's success and sustainability.

### 3. Learning and Teaching

#### **Sub-Areas**

#### **4.1 Planning the programmes of study**

#### **4.2 Organisation of teaching**

#### **Planning the programmes of study**

Concerning the ‘Planning the programmes of study’ INC is grateful for the EEC’s recognition of the detailed and effective system in place for the design, approval, and monitoring of programmes of study. The triangulation of evidence across directors, teaching staff, and students during the evaluation affirms the consistency and depth of INC’s quality assurance framework in academic matters. INC acknowledges the EEC’s observation that in the stakeholder meeting, only one of the three invited external stakeholders was able to attend due to pressing business commitments. While this was indeed unfortunate, the stakeholder present provided valuable testimony regarding the significant importance of INC to the local economy and highlighted the Institution’s potential to further contribute to regional development, including mitigating the seasonality of the tourism and hospitality industry. INC notes this feedback as an opportunity to strengthen formal mechanisms for stakeholder engagement, ensuring broader representation and participation in future evaluations and consultations.

The EEC’s acknowledgement that the needs of local industry and global developments are considered in the design of the curriculum is highly valued. INC places great emphasis on ensuring that its programmes reflect both the dynamic nature of legislation and industry practices, as well as the expectations of employers at both local and international levels. The EEC’s positive findings regarding the integration of theory and practice in programme design are especially important. Through internships, practical labs, and work-based learning, students are provided with the necessary skills, knowledge, and behaviours to perform effectively in the industry. The confidence expressed by students in their preparedness for employment underscores the effectiveness of these approaches. Similarly, the recognition that assessment methods are varied and robust — ranging from research and report writing to presentation skills and practical dexterity — highlights INC’s commitment to equipping students with a broad and transferable skill set. This variety ensures that students are not only evaluated fairly but also supported in developing competencies that will benefit them in professional practice.

Overall, INC welcomes the EEC's evaluation as a strong endorsement of its programme design, monitoring, and assessment systems. While noting the limitation caused by reduced stakeholder participation during the site visit, INC remains committed to expanding stakeholder engagement and further leveraging its role in the local and regional economy. At the same time, INC will continue to build on its strong foundation of industry-relevant curricula, integration of theory and practice, and diverse assessment strategies, ensuring that graduates are well prepared to meet the evolving demands of the global hospitality and tourism sector.

### **Organisation of teaching**

Concerning the 'organization of teaching' INC is very appreciative of the EEC's recognition that the Institution has clear and transparent admission criteria for each programme, including English language requirements aligned with internationally recognised testing systems. This reflects INC's commitment to ensuring fairness, transparency, and academic readiness, particularly for international students. The EEC's observation that the student-to-faculty ratio is relatively small is welcomed, as it highlights one of INC's strengths: the ability to provide personalised attention and support to its students. Ratios ranging from 1:15 to 1:50, depending on the course or module, are appropriate and in line with the Institution's size and growth targets. INC acknowledges the EEC's note on the potential for increased efficiency in the delivery of common modules and considers this a constructive suggestion that can be explored further, especially through the use of the well-equipped lecture theatre and the integration of digital teaching methods where appropriate. INC is pleased with the EEC's positive assessment of the adequacy of its teaching facilities for both theoretical and practical courses. The College continues to invest in upgrading its classrooms, kitchens, labs, and lecture theatres to ensure that facilities support student learning, safety, and professional skill development.

The EEC's recognition of INC's excellent communication channels is especially valued. Students, staff, and managers all benefit from open and accessible systems that encourage transparency, dialogue, and responsiveness. The positive feedback from students regarding the timely provision of feedback is further confirmation that faculty members are committed to supporting student reflection, growth, and continuous improvement. Finally, INC is encouraged by the EEC's overall conclusion that the Institution has established a learning and teaching environment that supports academic quality and student development. The emphasis on effective curriculum planning, clear academic communication, and the integration of theory with practice reflects INC's pedagogical

philosophy. The student feedback confirming a supportive, personalised, and academically enriching experience is particularly rewarding, as it validates the College's mission to combine quality education with a student-centred approach. INC views these comments as a strong endorsement of its efforts to provide an inclusive, high-quality, and well-structured educational experience. The Institution remains committed to maintaining its strengths while also exploring ways to improve efficiency in programme delivery, ensuring that teaching and learning continue to evolve in line with student needs, industry expectations, and international standards.

### **General Comments**

INC greatly appreciates the EEC's positive recognition of its resilience during the COVID-19 pandemic and the international visa policy changes. These were significant challenges that directly impacted enrolments and institutional capacity. INC is pleased that the EEC acknowledged the effective management of this period and that the College is now in a growth phase, with enrolments recovering and expected to surpass pre-pandemic levels. This recognition underscores INC's ability to adapt strategically while maintaining academic quality and student support.

### **Programme Design and Review (4.1.1 – 4.1.2)**

The EEC's findings confirm that INC has established formal, structured, and participatory mechanisms for the design, approval, and monitoring of programmes. The involvement of internal stakeholders (Student EEC, Programme Boards, Academic Council) together with external stakeholders such as employers, industry representatives, and the Vice President of the Hotel Owners' Association demonstrates that programme development is both academically rigorous and industry-informed. The inclusive approach, which actively incorporates student representation, ensures that learner perspectives shape curriculum design and delivery. INC welcomes the commendation that these processes keep programmes current, competitive, and aligned with labour market needs.

### **Curriculum Alignment and Practical Training (4.1.3 – 4.1.4)**

INC is encouraged by the EEC's confirmation that curricula are fully compliant with national and European standards (ESG) and support both theoretical and practical learning. The embedding of case studies, project-based learning, and mandatory internships reflects the College's commitment to integrating theory with practice.

The concern raised regarding occasional internship conditions (extension of working hours) is duly noted. INC recognises the importance of safeguarding student welfare in professional placements and will further strengthen written safeguards and oversight mechanisms in placement agreements to ensure that internships remain positive, fair, and fully educational experiences.

#### **Assessment and Feedback (4.1.5)**

The EEC's appraisal of INC's varied and appropriate assessment strategies is welcomed. The Institution values the acknowledgement that students are introduced to academic writing and referencing standards early, ensuring preparedness for higher-level study. The constructive recommendation to further develop grading rubrics and enhance written feedback consistency is accepted as an opportunity to refine transparency and reinforce learning outcomes. Given that feedback was described by students as one of INC's strongest areas, additional measures to standardise rubrics will only strengthen this recognised good practice.

#### **Admissions, Recognition of Prior Studies, and Learning Environment (4.2.1 – 4.2.3)**

INC is encouraged by the EEC's recognition that admission criteria are clear, transparent, and consistently applied, ensuring fairness and alignment with national standards. The acknowledgement of established procedures for recognition of prior studies (ECTS-based) further reflects INC's compliance with European mobility and transfer frameworks. The EEC's observation that class sizes are small and highly manageable is particularly valued. This feature supports interaction, personalised attention, and collaborative learning — all central to INC's student-centred mission. The adequacy of teaching and practical facilities confirms that resources match the scale of delivery, avoiding overcrowding or strain on infrastructure.

#### **Communication and Academic Support (4.2.4 – 4.2.5)**

The EEC's recognition of frequent, professional, and highly supportive communication between staff and students is one of the most rewarding findings for INC. Student testimonies that staff go "above and beyond" in terms of availability and support reflect the Institution's strong ethos of care and personalised attention. Furthermore, the EEC's confirmation that feedback is timely, individualised, and constructive highlights INC's effectiveness in preparing students for both academic success and professional readiness. This validation of INC's learning and teaching environment reinforces its mission to provide a supportive, inclusive, and enriching academic journey.

## Conclusion

The EEC's description of INC as an "extremely supportive and well-managed organisation, highly appreciated by its students and stakeholders" is deeply valued. It affirms that INC's culture of care, engagement, and professionalism is recognised and appreciated across the community. The recognition of recent investments in infrastructure and buildings as strengthening the effectiveness of teaching and learning is encouraging and aligns with INC's strategic commitment to continuous improvement of its physical and learning environment. INC views the EEC's appraisal as both an endorsement of its strong practices and a roadmap for further enhancement. While pleased with the positive recognition of its programme design, teaching quality, communication, and supportive culture, INC also acknowledges the areas where improvements can add further value — particularly in formalising internship safeguards and standardising grading rubrics. By acting on these recommendations while continuing to build on its recognised strengths, INC reaffirms its commitment to delivering high-quality, student-centred education aligned with national, European, and global standards.

## 4. Teaching Staff

INC welcomes the EEC's recognition that the Institution employs an adequate number of faculty members, with appropriate qualifications and subject coverage, to fully deliver its programmes of study at both undergraduate and postgraduate levels. The acknowledgement that the majority of core course delivery is undertaken by full-time academic staff — ensuring consistency in teaching quality, curriculum continuity, and student support — is particularly valued.

### Numerical Overview of Teaching Staff

- Full-time teaching staff with exclusive work: 14
- Special teaching staff with full-time exclusive work: 0 (all special teaching staff are part-time)
- Visiting Professors: 0 (strategic engagement used when niche expertise is required)
- Special Scientists (on lease services): 0

This structure underscores that permanent, full-time faculty (14 staff) constitute the backbone of INC's academic delivery, ensuring stability, quality, and alignment with the Institution's mission.

### Balance of Staff Appointments

The Institution employs a total of 22 faculty members, of whom 14 are full-time and exclusively employed, while 8 serve on a part-time basis. This creates a healthy balance between academic continuity and industry-linked flexibility:

- Full-time staff ensure delivery of the majority of courses, particularly in hospitality, tourism, culinary arts, bartending, business, management, and general education.
- Part-time/special teaching staff contribute professional and vocational expertise, enriching applied learning without compromising academic standards.
- Visiting lecturers are strategically engaged to cover niche areas and provide specialised expertise when necessary.

This balance was noted by the EEC as a strength, since it enables INC to provide academic stability while also integrating current industry practice into the curriculum.

## Academic Qualifications

The qualifications of faculty are firmly in line with international higher education standards:

- 13 out of 15 instructors teaching at BA and MBA levels hold doctoral degrees, ensuring strong academic depth in programme delivery. The remaining instructors hold Master's degrees and serve as special teaching staff, all with extensive professional or teaching experience in vocational subjects. Several doctoral faculty members have distinguished themselves through peer-reviewed publications, edited volumes with leading publishers, conference participation, and editorial contributions, thereby strengthening the scholarly profile of INC.

## Student-to-Faculty Ratio

The Institution maintains a 13:1 student-to-faculty ratio, which the EEC described as excellent for effective supervision, guidance, and monitoring. This ratio ensures personalised support, strong academic mentoring, and meaningful student–faculty interaction, reinforcing INC's student-centred ethos.

## Curriculum Coverage and Development

The EEC's findings confirm that faculty subject specialisations — spanning management, economics, social sciences, logistics, culinary arts, bartending, and language instruction — align fully with INC's curricula. Academic staff are also actively involved in programme design, approval, and monitoring, together with employers and industry representatives (e.g., the Vice President of the Hotel Owners' Association), ensuring that curricula remain relevant, competitive, and aligned with labour market needs.

## Support for Staff Development

INC also appreciates the EEC's recognition of the support mechanisms provided to staff pursuing doctoral qualifications, such as reduced workloads and financial support. This commitment ensures that the faculty's academic profile will continue to strengthen, reinforcing quality in teaching and research.

## Student Growth and International Profile

The College's staffing sufficiency is further confirmed by enrolment trends. Over the four academic years 2021–2025, total enrolments increased from 197 (2021–22) to 278 (2024–25). The highly international nature of the student body is a distinctive feature of INC:

- In 2021–22, only 8 of 197 students were Cypriot, with 189 international.
- In 2024–25, 39 of 278 students were Cypriot, while 239 were international.

This strong international presence not only validates INC's recruitment strategy but also enriches classroom interaction with a diverse, multicultural learning environment. Overall, INC is pleased that the EEC found it to be fully compliant with Quality Standard 5.2 and positively assessed related indicators. The Institution's adequate numbers of faculty, high proportion of PhD holders, excellent student-to-staff ratio, and strong academic–industry balance confirm that the College is well equipped to sustain quality across all programmes. INC will continue to build on this foundation by further supporting staff professional development, strengthening its research profile, and maintaining an appropriate balance between full-time academics and specialised practitioners.

## General Comment

INC appreciates the EEC's recognition that the teaching staff are fully aligned with the programmes of study, and that their numbers, qualifications, and student–faculty ratios meet the requirements of the Agency. The acknowledgement that most faculty members hold degrees from reputable universities abroad is valued, as this underscores the strong academic background and international perspective that they bring to INC. The EEC's positive evaluation of teaching quality, noting the integration of classical methods with modern student-centred approaches, is particularly rewarding. INC is especially proud that one of its strongest areas — the close relationship between teachers and students — was highlighted. This strength reflects the College's small class sizes, excellent student-to-faculty ratio, and its culture of open communication and support. INC also values the recognition of institutional leadership, with the Rector and Programme Coordinator identified as highly professional, well-coordinated, and closely connected with the teaching staff. This, together with the clear separation between the Managing Director and the Rector, ensures that academic matters are handled autonomously and with integrity, reinforcing academic freedom and quality. The EEC's observations on the library facilities are well noted. While the library is

comfortable, well-managed, and provides access to a wide range of books, journals, and electronic databases, INC acknowledges that its location outside the main building may be limiting. Space constraints explain this arrangement, and the College will continue exploring options to further integrate library resources into teaching, including the expansion of digital resources and increased use of online databases.

### **Strengths Confirmed by the EEC**

INC is encouraged by the EEC's recognition of multiple strengths, including:

- Adequate numbers and strong qualifications of teaching staff, with a high proportion of PhD holders.
- Faculty trained abroad at reputable universities, bringing diverse expertise and international perspectives.
- Use of modern pedagogical methods, reinforcing student-centred learning.
- Close involvement of the Rector and Programme Coordinator with faculty, ensuring coherence and academic leadership.
- Institutional support for staff pursuing doctoral studies through reduced teaching loads and financial assistance.
- Faculty achievements in research, publications, conference participation, and editorial work, which enhance INC's visibility and academic profile.
- Favourable student-to-staff ratios that enable personalised attention and a supportive learning environment.
- Strong alignment between faculty qualifications and programme subject areas, ensuring effective curriculum delivery.

### **Areas of Improvement and Response**

#### **Collaboration between Subject Areas and Industry**

INC acknowledges the recommendation to enhance collaboration between tourism/hospitality faculty and business/management lecturers, as well as to strengthen links between faculty and industry professionals. This is seen as a valuable opportunity to leverage the expertise of both academic and industry specialists through joint teaching, applied research projects, and knowledge transfer initiatives.

## **Integration of Artificial Intelligence (AI) in Teaching and Learning**

The recommendation to ensure students learn how to use AI effectively is timely and aligned with INC's ongoing curriculum innovation. Plans are underway to embed AI literacy and applications in hospitality, tourism, and business education within coursework, case studies, and workshops, preparing students for the digital transformation of the industry.

## **Teaching Observations and Peer Review**

INC recognises the value of introducing teaching observation and peer review mechanisms to further support pedagogical improvement. Such practices will help share best teaching approaches, promote reflective practice, and reinforce teaching quality across all programmes.

## **Research and External Funding**

INC acknowledges the EEC's recommendation to encourage external research grants and funding applications. While the College has already supported research outputs through conference participation and publications, it recognises the importance of diversifying funding sources and will encourage collaborative grant applications at national and European levels.

## **Strengthening Collaborative Research**

The recommendation to increase internal and external collaborative research is well taken. INC will seek to expand partnerships with industry, professional bodies, and other higher education institutions, both in Cyprus and internationally, to enhance the scope and impact of research activities.

## **Staff Development and Mentorship**

INC welcomes the recommendation to develop a clear staff development policy for junior faculty, including mentorship in publishing and research funding. This will complement existing support measures (e.g., reduced teaching loads for doctoral studies) and ensure that younger academics are guided effectively in developing their research profiles and careers.

Overall, INC is pleased that the EEC found its teaching staff, leadership, and academic organisation to be strong and effective, with high levels of professionalism, international qualifications, and student engagement. The Institution welcomes the recommendations as

constructive directions for further growth, particularly in strengthening interdisciplinary collaboration, embedding AI skills, and expanding research capacity. These enhancements will build on an already solid foundation of quality teaching, academic support, and student-centred education, ensuring that INC remains competitive and forward-looking in the years ahead.

## 5. Research

INC appreciates the EEC's recognition that the Institution has successfully implemented its teaching objectives and acknowledges that teaching is currently the primary institutional priority. INC agrees that research activity requires further strengthening, and welcomes the constructive recommendations as guidance for future development. The EEC's observation that some faculty members publish in journals, contribute to edited volumes, participate in Erasmus+ projects, and present at international conferences (including as keynote speakers) is encouraging. These individual contributions demonstrate the presence of research capacity and international engagement within the faculty. However, INC accepts that research efforts are not yet fully consolidated into a collective institutional strategy and that visibility in terms of publications and outputs could be improved. The EEC's remark that the Institution's report lacked clear information on faculty research (e.g., SCOPUS IDs, structured records of projects and publications) is well taken into consideration (although a catalogue with faculty members' research achievements was submitted). INC recognises that more systematic reporting and documentation is needed, and commits to ensuring that future self-evaluation and accreditation reports include comprehensive research profiles of academic staff. This will allow external reviewers to better assess the breadth and depth of research contributions. Regarding resources, the EEC correctly notes that the current allocation of €13,000 for research is insufficient when distributed across the number of faculty. While INC operates within the constraints of a small private institution, it acknowledges the importance of increasing financial support for research. Plans are already under consideration to expand the research budget through:

- Internal reallocation of funds,
- Development of partnerships with industry (especially in tourism and hospitality),
- Applications for external grants at national and European level, and
- Strengthening participation in Erasmus+ and other funded mobility and research projects.

### Strengths Confirmed by the EEC

- Faculty members already contribute to research through publications, conference presentations, and Erasmus projects.
- INC has begun to build a culture of research alongside its strong teaching focus.

- The College recognises the importance of improving research output and sees it as central to long-term institutional credibility and programme quality.

### **Critical Reflection and Way Forward**

INC acknowledges the EEC's concern that teaching quality is closely connected to research quality. While teaching excellence remains at the heart of the College's mission, INC recognises that research-informed teaching is essential to keep curricula current, inspire students, and enhance faculty development. At the same time, the EEC's comments must be understood in the context of INC's scale and resources. As a small, specialised institution, INC cannot replicate the volume of research activity of larger universities. Instead, it must adopt a strategic and focused research agenda, emphasising applied research in areas where it can make a distinctive contribution, such as:

- Hospitality and tourism innovation (sustainability, seasonality, digital transformation),
- Culinary arts and gastronomy studies (linking Cypriot gastronomy with cultural identity and tourism),
- Education and training in hospitality (skills, tacit knowledge, work-based learning), and
- Regional development (tourism policy, mobility, and labour market research).

By targeting these areas, INC can maximise the impact of its limited resources while building a research identity aligned with its mission and strengths.

### **General Comment**

INC welcomes the EEC's constructive appraisal of research activity as both recognition of existing achievements and encouragement for future growth. While acknowledging current limitations — particularly in terms of funding and systematic reporting — INC is committed to:

- Expanding research funding, including external grant-seeking.
- Improving documentation of faculty outputs (SCOPUS IDs, publication lists, project records).
- Strengthening research culture, with mentorship and support for junior faculty.
- Aligning research with teaching to ensure that students benefit directly from faculty scholarship.

In this way, INC will enhance the balance between teaching and research, ensuring that both areas reinforce each other to the benefit of students, staff, and society.

## **6. Resources**

INC welcomes the EEC's recognition that the Institution's financial resources are managed prudently and that senior management engages in regular, structured planning for resource allocation and future investments. As a small private college, INC acknowledges the importance of careful financial stewardship, and the EEC's validation of these practices is greatly appreciated. The recognition of recent investment in new buildings, which has created excellent teaching and learning spaces, is also encouraging. These improvements reflect INC's long-term commitment to developing its infrastructure in alignment with strategic goals and student needs.

### **Strengths Highlighted by the EEC**

- Prudent financial management that safeguards institutional sustainability.
- An effective senior management team working collaboratively on resource planning.
- Recent successful investments in new buildings and improved learning environments.

### **Areas for Improvement and Response**

#### **Culinary Arts Laboratory/Production Area**

The EEC's observation that the current culinary arts laboratory remains basic compared to industry developments is noted. INC agrees that investment is required to ensure that the laboratory reflects modern culinary practices, energy efficiency, and sustainability standards. The suggestion to replace halogen-heated burners with induction systems is particularly welcomed, as this aligns with INC's commitment to environmentally responsible operations and energy efficiency. For this reason, INC utilises electrical stoves, taking into consideration that the College has installed a system of solar-power collectors, which supply renewable energy to operate all culinary and restaurant service laboratories.

## **Bakery and Butchery Facilities**

INC acknowledges the EEC's recommendation to enhance specialist equipment in the bakery and butchery areas. These facilities are integral to the delivery of professional culinary training, and upgrading them will further align student experiences with industry standards. Plans to invest in modern mixers, ovens, refrigeration units, and butchery tools are being incorporated into the College's medium-term resource plan.

## **Library and Digital Resources**

INC accepts the recommendation to continue investment in library holdings and digital resources. While the College provides access to significant databases such as EBSCO and ProQuest, as well as an expanding physical library, continuous updates are essential in areas such as hospitality, tourism, management, and culinary innovation.

## **General Comment**

INC appreciates the EEC's balanced appraisal of its financial management and facilities. While prudent budgeting and recent investments are clear strengths, the Institution recognises the importance of targeted enhancements in culinary arts facilities, specialist labs, and library/digital resources. These investments will not only modernise learning environments but also strengthen student employability and align teaching with current industry trends. INC remains committed to balancing financial sustainability with ongoing improvement of infrastructure, ensuring that students and staff benefit from facilities that are both modern and fit for purpose.

## B. Conclusions and Final Remarks

INC acknowledges the EEC's recognition of the Institution's continuing development following the challenges of the Covid-19 pandemic and international visa restrictions. The EEC's appreciation of the College's careful preparation, detailed documentation, and structured organisation of the visit is highly valued, as it reflects INC's culture of transparency, professionalism, and commitment to continuous improvement. The College is especially encouraged by the high levels of satisfaction expressed by students, who consistently described INC as a supportive, personalised, and community-oriented environment. Students' feedback that teaching staff not only deliver academically but also play a meaningful role in their personal and professional development is a strong endorsement of INC's student-centred philosophy. Such engagement, which helps students shape their career paths, is viewed by the College as central to its mission.

The EEC's observation that students selected INC not only for academic reasons but also for its strategic geographic location is noteworthy. Situated in Sotira, close to Ayia Napa and Protaras, INC offers students a calm and accessible study environment, while simultaneously providing direct proximity to the heart of Cyprus's hospitality and tourism sector. INC acknowledges the EEC's recommendation to more explicitly promote its location as a marketing advantage, and agrees that this feature represents a distinctive competitive strength in attracting prospective students, particularly for hospitality, culinary, and tourism-related programmes. The positive finding that many students enrolled based on word-of-mouth referrals from friends or alumni is also significant. It underscores the high levels of trust and satisfaction with the INC experience and reinforces the College's reputation as a supportive and effective institution. INC is committed to sustaining and strengthening this cycle of positive student advocacy. Students' testimony that they acquire a broad range of soft skills — communication, teamwork, critical thinking, and problem-solving — through both theory and practice is further evidence of the holistic approach to education at INC. The strong sense of pride and gratitude students expressed in being part of the College reflects the success of this approach. The EEC's recognition of the College's active promotion of Erasmus+ mobility is also very welcome. Students' positive accounts of their participation in Erasmus+ exchanges confirm that such opportunities enrich the student experience, foster intercultural competence, and provide international exposure — all of which are integral to the College's educational philosophy.

## **Response to Recommendations**

### **Promotion of Location in Marketing**

INC agrees that its location near one of Europe's most dynamic tourism hubs should be more actively promoted in its outreach strategy. The College will strengthen its marketing materials to highlight this advantage as a strategic asset for hospitality and tourism students.

### **Monitoring of Internship Practices**

INC acknowledges the importance of strengthening oversight to ensure that all placement agreements are respected and that students are not subject to exploitation. Enhanced monitoring mechanisms and written safeguards will be introduced, in cooperation with industry partners, to protect students' rights while preserving the benefits of experiential learning.

### **Continued Investment in Facilities**

The recommendation to further invest in culinary and hospitality facilities aligns with INC's mission to be recognised as a specialist institution in these fields. While recent investments have already upgraded many teaching and learning spaces, targeted enhancements — particularly in culinary laboratories, bakery, and butchery areas — are planned to align facilities with evolving industry standards and sustainability goals.

### **General Comment**

The EEC's findings confirm that INC delivers a supportive, enriching, and internationally oriented student experience, with clear strengths in personalised learning, community ethos, and Erasmus+ engagement. INC views the recommendations not as shortcomings but as opportunities for further enhancement, particularly in leveraging its unique location, safeguarding student internships, and modernising specialist facilities. By acting on these directions, INC will continue to build on its strong foundation as a specialist institution in hospitality, tourism, and culinary education with both regional significance and international relevance.

## D. Higher Education Institution Academic Representatives

<i>Name</i>	<i>Position</i>	<i>Signature</i>
Dr Nicos Anastasiou	Rector	
Mr Markos Takkas	Director of Administration & Finance	
Dr Nicos Karfakis	MBA Program Coordinator	
Dr Veronica Pavlidou	Quality Assurance Director	
Mrs Susan Elfving	BA Program Coordinator	

Date: 30/09/2025

## Table of Appendices

Appendix 1: Operating Licences .....	35
Appendix 2: Elevator Inspection .....	41
Appendix 3: Fall 2025 - 26 Activity Days .....	43
Appendix 4: Fire Safety Certificate .....	55
Appendix 5: Certificate for Electrical and Mechanical Installations .....	56

## Appendix 1: Operating Licences



### ΔΗΜΟΣ ΑΓΙΑΣ ΝΑΠΑΣ AGIA NAPA MUNICIPALITY

ΑΙΤΗΣΗ ΓΙΑ ΧΟΡΗΓΗΣΗ ΑΔΕΙΑΣ ΛΕΙΤΟΥΡΓΙΑΣ  
ΥΠΟΣΤΑΤΙΚΟΥ ΠΑ ΤΟ ΕΤΟΣ 2025

**1. ΣΤΟΙΧΕΙΑ ΑΙΤΗΤΗ:**

- α. Όνομα αιτητή: Γεώργιος Μάριος Τάνια  
(σε περίπτωση νομικού προσώπου, η επωνυμία)  
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(για αλληλογραφία)  
Οδός: Κερίων Μάριον Αριθμός: 9  
Ταχυδρ. Θυρίδα: 35004 Ταχυδρ. Κώδικας: 5390  
Αρ. Ταυτότητας: 559161 Τηλέφωνο: 99658323  
(σε περίπτωση νομικού προσώπου αρ. εγγραφής τους)

- γ. Σε περίπτωση νομικού προσώπου, όνομα και διεύθυνση του κατά νόμο υπεύθυνου:

**δ. Υπογραφή:**

Ημερομηνία: 13/10/2025

**2. ΣΤΟΙΧΕΙΑ ΥΠΟΣΤΑΤΙΚΟΥ:**

- α. Όνομα υποστατικού: Internapa College  
β. Διεύθυνση υποστατικού: Γρίβα Διγενή 4, 5390 Ενώρα  
γ. Είδος Επιχείρησης: Καζίνο  
(χρήση: π.χ. ξενοδοχείο, οργανωμένα διαμερίσματα, εστιατόριο, μπυραρία, κλπ)

**3. ΕΠΙΣΥΝΑΠΤΟΜΕΝΑ ΠΙΣΤΟΠΟΙΗΤΙΚΑ – ΒΕΒΑΙΩΣΕΙΣ**

(ανάλογα με τη χρήση του κάθε υποστατικού, όπου ισχύει)

- Αντίγραφο Αδειας Οικοδομής ή/και Πιστοποιητικό Τελικής Εγκρίσεως του υποστατικού που θα φαίνεται η συγκεκριμένη χρήση όπως υποβάλλεται η αίτηση.
- Πιστοποιητικό εγγραφής στο Μητρώο Παρασκευής Τροφίμων του Υπουργείου Υγείας ή/και βεβαίωση της Υγειονομικής Υπηρεσίας.
- Πιστοποιητικό επιθεώρησης Πυροπροστασίας από την Πυροσβεστική Υπηρεσία.
- Πιστοποιητικό επιθεώρησης Ηλεκτρικής εγκατάστασης από την Ηλεκτρομηχανολογική Υπηρεσία.
- Άδεια Λειτουργίας από το Υφυπουργείο Τουρισμού
- Βεβαίωση Υπουργείου Εργασίας που θα αναφέρει εάν πληρούνται οι βασικές διατάξεις της Νομοθεσίας περί Ασφαλείας και Υγείας στην Εργασία (Λούνα Παρκ, Υδροπάρκα, κλπ)
- Πιστοποιητικό Μηχανικού Ελέγχου των παιχνιδιών (Λούνα Παρκ, Υδροπάρκα, κλπ)
- Βεβαίωση Πιστοποιητικού παιχνιδιών από Φορέα Ασφάλισης (Λούνα Παρκ, Υδροπάρκα, κλπ)
- Βεβαίωση από το Συμβούλιο Αποχετεύσεως Αγίας Νάπας ότι το υποστατικό είναι συνδεδεμένο με το κεντρικό σύστημα αποχέτευσης.
- Πρόσφατες φωτογραφίες της πρόσψης του υποστατικού για έλεγχο των διαφημιστικών πινακίδων.

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**ΔΗΜΟΣ ΑΓΙΑΣ ΝΑΠΑΣ  
AGIA NAPA MUNICIPALITY**

ΑΙΤΗΣΗ ΓΙΑ ΧΟΡΗΓΗΣΗ ΑΔΕΙΑΣ ΛΕΙΤΟΥΡΓΙΑΣ  
ΥΠΟΣΤΑΤΙΚΟΥ ΓΙΑ ΤΟ ΕΤΟΣ 2025

**1. ΣΤΟΙΧΕΙΑ ΑΙΤΗΤΗ:**

- α. Όνομα αιτητή: Γεώργιος Μάριος Τζιμνι  
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(για αλληλογραφία)  
Οδός: Καρίων Μάριου Αριθμός: 9  
Ταχυδρ. Θυρίδα: 35004 Ταχυδρ. Κώδικας: 5390  
Αρ. Ταυτότητας: 559161 Τηλέφωνο: 99658323  
(σε περίπτωση νομικού προσώπου αρ. εγγραφής τους)  
γ. Σε περίπτωση νομικού προσώπου, όνομα και διεύθυνση του κατά νόμο υπεύθυνου:

- δ. Υπογραφή: [Signature]  
Ημερομηνία: 13/10/2025

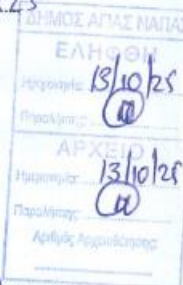
**2. ΣΤΟΙΧΕΙΑ ΥΠΟΣΤΑΤΙΚΟΥ:**

- α. Όνομα υποστατικού: Γεώργιος Βιβουλίου  
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γ. Είδος Επιχείρησης: Βιβουλίου  
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**3. ΕΠΙΣΥΝΑΠΤΟΜΕΝΑ ΠΙΣΤΟΠΟΙΗΤΙΚΑ – ΒΕΒΑΙΩΣΕΙΣ**

- (ανάλογα με τη χρήση του κάθε υποστατικού, όπου ισχύει)  
α. Αντίγραφο Άδειας Οικοδομής ή/και Πιστοποιητικό Τελικής Εγκρίσεως του υποστατικού που θα φαίνεται η συγκεκριμένη χρήση όπως υποβάλλεται η αίτηση.  
β. Πιστοποιητικό εγγραφής στο Μητρώο Παρασκευής Τροφίμων του Υπουργείου Υγείας ή/και βεβαίωση της Υγειονομικής Υπηρεσίας.  
γ. Πιστοποιητικό επιθεώρησης Πυροπροστασίας από την Πυροσβεστική Υπηρεσία.  
δ. Πιστοποιητικό επιθεώρησης Ηλεκτρικής εγκατάστασης από την Ηλεκτρομηχανολογική Υπηρεσία.  
ε. Άδεια Λειτουργίας από το Υφυπουργείο Τουρισμού.  
στ. Βεβαίωση Υπουργείου Εργασίας που θα αναφέρει εάν πληρούνται οι βασικές διατάξεις της Νομοθεσίας περί Ασφαλείας και Υγείας στην Εργασία (Λούνα Παρκ, Υδροπάρκα, κλπ)  
ζ. Πιστοποιητικό Μηχανικού Ελέγχου των παιχνιδιών (Λούνα Παρκ, Υδροπάρκα, κλπ)  
η. Βεβαίωση Πιστοποιητικού παιχνιδιών από Φορέα Ασφάλισης (Λούνα Παρκ, Υδροπάρκα, κλπ)  
θ. Βεβαίωση από το Συμβούλιο Αποχετεύσεως Αγίας Νάπας ότι το υποστατικό είναι συνδεδεμένο με το κεντρικό σύστημα αποχέτευσης.  
ι. Πρόσφατες φωτογραφίες της πρόσφατης του υποστατικού για έλεγχο των διαφημιστικών πινακίδων.

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Μακαρίου Γ' 22, 5390 ΣΩΤΗΡΑ  
Τηλ.: 23821568, Φαξ: 23825450  
E-mail: sotiramunicipality@cytanet.com.cy  
http://www.sotira5390.com

65

№ 0055

### Ο ΠΕΡΙ ΟΔΩΝ ΚΑΙ ΟΙΚΟΔΟΜΩΝ ΝΟΜΟΣ ΚΕΦΑΛΑΙΟΝ 98 (ΑΡΘΡΟΝ 10)

### ΠΙΣΤΟΠΟΙΗΤΙΚΟΝ ΕΓΚΡΙΣΕΩΣ

ΠΙΣΤΟΠΟΙΕΙΤΑΙ με το παρόν ότι η ΟΙΚΟΔΟΜΗ / ΠΡΟΣΘΗΚΗ / ΔΙΑΙΡΕΣΗ  
για την οποία έχει εκδοθεί άδεια με αριθμό 0034 (B134110)

Ημερομηνία 29-06-2012

επί του / των τετραγώνου / ων 165 & 166

Αρ. Κτηματ. Σχεδίου 1-2865-3335

Περιοχής ΔΗΜΟΥ ΣΩΤΗΡΑΣ

Τμήμα (Block) 01

ΕΧΕΙ ΣΥΜΠΛΗΡΩΘΕΙ σύμφωνα με τα εγκριθέντα σχέδια και τους σχετικούς  
όρους της άδειας ΟΙΚΟΔΟΜΗΣ / ΠΡΟΣΘΗΚΗΣ / ΔΙΑΙΡΕΣΗΣ

Προς ΙΚΑΝΟΠΟΙΗΣΗ ΤΟΥ ΔΗΜΟΥ ΣΩΤΗΡΑΣ

Παρατηρήσεις

Σωτήρα την 17-06-12



**ΚΥΠΡΙΑΚΗ ΔΗΜΟΚΡΑΤΙΑ**  
Ο ΠΕΡΙ ΠΟΛΕΟΔΟΜΙΑΣ ΚΑΙ ΧΩΡΟΤΑΞΙΑΣ ΝΟΜΟΣ ΤΟΥ 1972  
ΓΝΩΣΤΟΠΟΙΗΣΗ ΧΟΡΗΓΗΣΕΩΣ ΠΟΛΕΟΔΟΜΙΚΗΣ ΑΔΕΙΑΣ

ΓΡΑΦΕΙΟ: ΤΜΗΜΑ ΠΟΛΕΟΔΟΜΙΑΣ ΚΑΙ ΟΙΚΗΣΕΩΣ  
ΔΙΕΥΘΥΝΣΗ: ΔΕΣΦΟΡΟΣ ΔΗΜΟΣΘΕΝΗ ΣΕΒΕΡΗ,  
1454 ΛΕΥΚΩΣΙΑ  
ΤΗΛ.: 22-408000 409507  
ΗΜΕΡΟΜΗΝΙΑ: 19/04/2010 19/4/2015

ΑΙΤΗΤΗΣ: ΙΔΙΩΤΙΚΑ ΦΡΟΝΤΙΣΤΗΡΙΑ Γ. ΤΑΚΚΑΣ ΛΤΔ  
ΔΙΕΥΘΥΝΣΗ: Τ.Θ. 40905  
6308 ΛΑΡΝΑΚΑ

ΑΡ.ΑΙΤΗΣΕΩΣ: ΑΜΧ/00419/2009

ΗΜΕΡ.ΛΗΨΕΩΣ: 26/10/2009  
Φ/ΣΧ: 1-2865-3775

ΠΕΡΙΓΡΑΦΗ: ΑΛΛΑΓΗ ΧΡΗΣΗΣ ΑΠΟ ΚΑΤΟΙΚΙΑ ΣΕ ΓΡΑΦΕΙΑ  
ΑΝΑΠΤΥΞΕΩΣ:

Αρ.Τεμ.: 165 166

ΠΟΛΗ/ΧΩΡΙΟ: ΣΩΤΗΡΑ ΑΜΜΟΧΩΣΤΟΥ

Η Πολεοδομική Αρχή με το παρόν εγκρίνει την αίτηση για πολεοδομική άδεια για την ανάπτυξη που αναφέρεται πιο πάνω και που περιγράφεται λεπτομερώς στην αίτηση που υποβλήθηκε, με βάση τα σχέδια που έχουν εγκριθεί (με οποιεσδήποτε τυχόν τροποποιήσεις που δείχνονται πάνω σ' αυτά) και με την προϋπόθεση τηρήσεως των όρων του Παραρτήματος που επισυνάπτεται.

Κοιν.: Έπαρχο Αβροκιάτου,  
Επαρχιακό Λειτουργό Αβυλίου  
Τβ. Παλεοδωμίας & Οικήσεως,  
Πρόεδρο Κοιν. Συμβ. Σωτήρας.

ΓΙΑ ΑΝ. ΔΙΕΥΘΥΝΤΗ  
ΤΜ. ΠΟΛΕΟΔΟΜΙΑΣ & ΟΙΚΗΣΕΩΣ

Πολεοδομική Αρχή

**ΣΗΜΕΙΩΣΕΙΣ:**

1. Η άδεια αυτή δεν περιλαμβάνει χορήγηση άδειας με βάση τον περί Ρυθμίσεως Οδών και Οικοδομών Νόμο ή άλλο Νόμο. Είναι ευθύνη του αιτητή να αποταθεί ξεχωριστά για την εξασφάλιση των άλλων αδειών που απαιτούνται.
2. Αν θεωρείτε ότι τα νόμιμα συμφέροντα σας παραβιάζονται από την απόφαση αυτή, μπορείτε, μέσα σε 30 μέρες το αργότερο από την ημερομηνία κοινοποίησης της αποφάσεως, να υποβάλετε Ιεραρχική Προσφυγή στο Υπουργικό Συμβούλιο. Η Προσφυγή ασκείται με την κατάθεση εγγράφου μέσα στην πιο πάνω προθεσμία, στο Υπουργείο Εσωτερικών, που περιέχει τους λόγους για τους οποίους γίνεται η Προσφυγή και με κοινοποίηση, μέσα στην ίδια προθεσμία, αντιγράφου της Προσφυγής στην Πολεοδομική Αρχή.
3. Για να καταστεί δυνατή η εξέταση της Ιεραρχικής Προσφυγής θα πρέπει να καταβάλετε στο γραφείο της Πολεοδομικής Αρχής τα δικαιώματα που έχουν καθοριστεί για τις Ιεραρχικές Προσφυγές με βάση τους περί Πολεοδομίας και Χωροταξίας (Δικαιώματα) Κανονισμούς του 2005 (Κ.Δ.Π. 119/2005) και να επισυνάψετε αντίγραφο της απόδειξης στην Ιεραρχική Προσφυγή που θα υποβληθεί στο Υπουργείο Εσωτερικών.

ΠΑΡΑΡΤΗΜΑ  
ΕΓΚΕΚΡΙΜΕΝΟ ΣΧΕΔΙΟ

ΑΔΕΙΑ ΑΡ.: Ρ.074

ΗΜΕΡ.: 27/06/10

ΑΡ.ΦΑΚ.: Ρ.134/10

ΑΜΑΡΧΟΣ ΣΩΤΗΡΑΣ

ΟΡΟΙ ΧΟΡΗΓΗΣΕΩΣ ΑΔΕΙΑΣ

Αρ. Αιτήσεως : AMX/00119/2010  
ΟΝΟΜΑ ΑΙΤΗΤΗ : Γ. ΤΑΚΚΑΣ ΛΤΔ

- ( 3 ) Η ισχύς της άδειας αυτής λήγει μετά την παρέλευση πέντε χρόνων από την ημερομηνία της γνωστοποίησης χορήγησης της άδειας. Αν πριν από την ημερομηνία λήξης οι εργασίες για την ανάπτυξη έχουν αρχίσει ουσιαστικά και βρίσκονται, κατά την ημερομηνία που λήγει η άδεια σε ενεργό εκτέλεση (Άρθρο 28 του Νόμου), μπορείτε να αποταθείτε για εξασφάλιση "Πιστοποιητικού έναρξης εργασιών" το οποίο επενεργεί προς παράταση της ισχύος της πολεοδομικής άδειας για ένα ακόμη χρόνο.
- ( 12 ) Η ανάπτυξη να μην τεθεί σε χρήση εκτός αν εκτελεστούν όλοι οι όροι της άδειας αυτής.
- (456) Η έξοδος οχημάτων από το χώρο στάθμευσης προς τον δημόσιο δρόμο θα γίνεται με κίνηση προς τα εμπρός, όπως δείχνεται στο εγκεκριμένο χωροταξικό σχέδιο και δεν θα διενεργείται με κίνηση προς τα πίσω.
- (500) Οι δύο εγκεκριμένοι χώροι στάθμευσης που δείχνονται με κόκκινο χρώμα στο παρακείμενο τεμάχιο με αρ. 167 να δεσμευθούν νομικά για τις ανάγκες της παρούσας αίτησης μέσω του οικείου κτηματολογικού γραφείου.
- (501) Η διάρκεια της ισχύος της άδειας τερματίζεται και η άδεια καθίσταται ανενεργός όταν και εφόσον τερματισθεί η δέσμευση των χώρων στάθμευσης στο πιο πάνω παρακείμενο τεμάχιο με αρ. 167.
- (502) Η άδεια αυτή διαλαμβάνει μετατροπές σε υφιστάμενο κατάστημα και αλλαγή χρήσης του σε βιβλιοθήκη και αποτελεί αναπόσπαστο μέρος της Πολεοδομικής Άδειας με αρ. AMX/111/2008 σε σχέση με το υφιστάμενο εγκεκριμένο ιδιωτικό εκπαιδευτικό ίδρυμα στο τεμάχιο με αρ. 240 και σε καμία περίπτωση δεν μπορεί να χρησιμοποιηθεί σε οποιαδήποτε ανεξάρτητη χρήση.

**ΠΑΡΑΡΤΗΜΑ**  
ΕΓΚΕΚΡΙΜΕΝΟ ΣΧΕΔΙΟ

ΑΔΕΙΑ ΑΡ.: 2.036.....

ΗΜΕΡ.: 29/06/17

ΑΡ. ΦΑΚ.: 8136/10

ΟΡΟΙ ΧΟΡΗΓΗΣΕΩΣ ΑΔΕΙΑΣ

Αρ. Αιτήσεως : AMX/00119/2010  
ΟΝΟΜΑ ΑΙΤΗΤΗ : Γ. ΤΑΚΚΑΣ ΑΤΑ

Σημειώσεις προς τους Αιτητές και την Αρμόδια Αρχή:

Εφιστάται η προσοχή σας στο γεγονός ότι για την υλοποίηση της παρούσας Πολεοδομικής Άδειας, απαιτείται η έκδοση άδειας οικοδομής από την αρμόδια Τοπική Αρχή/Έπαρχο Αμμοχώστου. Ως εκ τούτου δεν πρέπει να προβείτε στην έναρξη οποιασδήποτε εργασίας πριν την εξασφάλιση της εν λόγω άδειας για την έκδοση της οποίας είναι αναγκαία η υποβολή από σας σχετικής αίτησης στην Αρμόδια Αρχή που να συνοδεύεται από όλα τα απαραίτητα συμπληρωματικά σχέδια.

(Υπ.) ΜΑΡΙΟΣ ΚΟΥΡΟΥΓΙΑΝΝΗΣ

(Μ. Κουρούγιαννης)  
για Αν. Διευθυντή  
Τμήματος Πολεοδομίας και Οικήσεως  
ΠΟΛΕΟΔΟΜΙΚΗ ΑΡΧΗ

ΓΚ/ΚΧΓ  
22.04.2010

**ΠΑΡΑΡΤΗΜΑ**  
ΕΓΚΕΚΡΙΜΕΝΟ ΣΧΕΔΙΟ


ΑΔΕΙΑ ΑΡ.: 2036.....

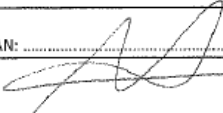
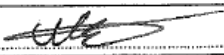
ΗΜΕΡ.: 29/06/12

ΑΡ. ΦΑΚ.: Β136/10

ΜΑΡΧΟΣ ΑΜΜΟΧΩΣΤΟΥ

## Appendix 2: Elevator Inspection

 <b>P.Y. ELEVATOR LTD (ΣΑ1)</b>		MAINT 02, Αναθεώρηση: 30/10/2018		
<b>ΕΚΘΕΣΗ ΣΥΝΤΗΡΗΣΗΣ ΑΝΕΛΚΥΣΤΗΡΑ / ELEVATOR MAINTENANCE REPORT</b>				
ΚΤΗΡΙΟ/BUILDING: <u>INTERNAPA COLLEGE</u>		PY-LA-035		
(H)   TR   MRL   GOODS LIFT   SERVICE LIFT ΣΤΑΣΕΙΣ / STOPS: <u>4</u>		ΟΡΑ ΕΝΑΡΞΗΣ/START TIME: <u>13:00</u> ΟΡΑ ΛΗΞΗΣ/END TIME: <u>13:35</u>		
		ΚΑΘΑΡΙΣΜΟΣ / CLEANING ΛΑΔΙΑΣΜΑ / OILING ΕΛΕΓΧΟΣ / CHECK ΡΥΘΜΙΣΗ / ADJUSTMENT ΛΕΙΤΟΥΡΓΙΑ / FUNCTIONING	No. 183984	
<b>ΜΗΧΑΝΟΣΤΑΣΙΟ / MACHINEROOM</b>				
ΔΙΑΚΟΠΤΕΣ ΠΙΝΑΚΑ ΕΛΕΓΧΟΥ & ΜΗΧΑΝΟΣΤΑΣΙΟΥ / CONTROL PANEL & MACHINEROOM PANEL BREAKERS			ΑΛΛΑΓΗ ΕΞΑΡΤΗΜΑΤΩΝ* / PART REPLACEMENTS*	
ΠΙΝΑΚΑΣ ΕΛΕΓΧΟΥ, VVVF & ΣΥΝΔΕΣΕΙΣ / CONTROL PANEL, VVVF & WIRING				
ΦΩΤΙΣΜΟΣ / LIGHTING				
ΤΡΟΧΑΛΙΑ ΕΛΕΞΗΣ / TENSION PULLEY				
ΣΥΡΜΑΤΟΣΧΟΙΝΑ / ROPES				
ΣΗΜΑΝΣΗ ΣΥΡΜΑΤΟΣΧΟΙΝΩΝ / ROPES MARKING				
ΦΡΕΝΑ / BRAKES				
ΜΠΛΟΚ ΒΑΛΒΙΔΩΝ, ΦΙΛΤΡΑ & ΠΙΕΣΕΙΣ / VALVE BLOCK, FILTERS & PRESSURE				
ΜΗΧΑΝΗ (ΜΟΤΕΡ, ΜΕΙΩΤΗΡΑΣ ΣΤΡΩΦΩΝ, ΟΡΕΝΑ) / MACHINE (MOTOR, SAFETY GEAR, BRAKES)				
ΔΙΑΡΡΟΗ ΛΑΔΙΟΥ, ΛΑΔΙ ΜΗΧΑΝΗΣ / OIL LEAKING, MACHINE OIL				ΓΕΝΙΚΕΣ ΣΗΜΕΙΩΣΕΙΣ / GENERAL NOTES
ΠΕΡΙΟΡΙΣΤΗΡΑΣ ΤΑΧΥΤΗΤΑΣ & ΗΛΕΚΤΡΟΛΟΓΙΚΟΣ ΔΙΑΚΟΠΤΗΣ / SPEED GOVERNOR & ELECTRICAL SWITCH				
ΣΥΣΤΗΜΑ ΑΠΕΓΚΛΩΒΙΣΜΟΥ / EVACUATION SYSTEM				
ΚΑΡΙΣΜΟΣ & ΞΕΝΕΣ ΕΓΚΑΤΑΣΤΑΣΕΙΣ / MACHINEROOM CLEANING & OBJECTS UNRELATED TO ELEVATOR				
<b>ΘΑΛΑΜΟΣ / CABIN</b>				
ΦΩΤΟΚΥΤΤΑΡΟ, ΦΩΤΟΚΟΥΡΤΙΝΑ / PHOTOCELL, LIGHT RAY				
ΣΥΣΤΗΜΑ ΕΠΑΝΑΦΟΡΑΣ ΘΥΡΩΝ / DOOR REOPENING SYSTEM				
ΘΥΡΕΣ ΘΑΛΑΜΟΥ (ΜΗΧΑΝΙΣΜΟΣ, ΗΛΕΚΤΡΟΛΟΓΙΚΕΣ ΕΠΑΦΕΣ, ΚΑΤΟΦΛΗ) / CABIN DOORS (OPERATOR, ELECTRICAL CONTACTS, DOOR STOP)				
ΔΙΑΚΟΠΤΕΣ ΑΣΦΑΛΕΙΑΣ, ΧΕΙΡΙΣΤΗΡΙΟ ΣΥΝΤΗΡΙΣΗΣ, PIT STOP / SAFETY SWITCHES, INSPECTION, PIT STOP SWITCHES				
ΦΩΤΙΣΜΟΣ, ΤΑΒΑΝΙ & ΕΞΑΕΡΙΣΜΟΣ / LIGHTING, CEILING & FAN				
ΣΥΣΤΗΜΑ ΕΚΤΑΚΤΗΣ ΑΝΑΓΚΗΣ (ΦΩΤΙΣΜΟΣ, ΚΟΥΔΟΥΝΙ, ΚΟΥΜΠΙ), ΕΛΕΓΧΟΣ ΧΩΡΙΣ ΗΛΕΚΤΡΙΣΜΟ / EMERGENCY SYSTEM (LIGHTING, BELL, BUTTON), TEST WITHOUT POWER				
ΤΗΛΕΦΩΝΙΚΗ ΣΥΣΚΕΥΗ, ΕΛΕΓΧΟΣ ΧΩΡΙΣ ΗΛΕΚΤΡΙΣΜΟ / TELEPHONE DEVICE, TEST WITHOUT POWER				
ΚΟΜΒΙΟΔΟΧΟΣ (ΚΟΜΒΙΑ, ΕΝΔΕΙΞΕΙΣ, ΘΕΟΝΕΣ) / COP (BUTTONS, INDICATORS, DISPLAYS)				
ΓΛΥΣΤΕΡΕΣ ΚΑΜΠΙΝΑΣ, ΑΝΤΙΒΑΡΟΥΣ & ΚΑΡΟΥΛΙΑ ΣΙΑΣΙΟΥ / CABIN & COUNTERWEIGHT GUIDESHOES, CABIN ROLLERS				
ΑΡΠΑΓΕΣ & ΗΛΕΚΤΡΟΛΟΓΙΚΟΙ ΔΙΑΚΟΠΤΕΣ / SAFETY GEAR & ELECTRICAL SWITCHES				
ΠΡΟΣΤΑΤΕΥΤΙΚΟ ΚΥΤΛΙΔΩΜΑ ΟΡΟΦΗΣ / CABIN ROOF SAFETY RAIL				
ΣΥΣΤΗΜΑ ΚΑΤΑ ΤΗΣ ΥΠΕΡΒΑΣΗΣ ΤΟΥ ΟΝΟΜΑΣΤΙΚΟΥ ΦΟΡΤΙΟΥ / OVERLOAD				
ΚΑΘΑΡΙΣΜΟΣ ΚΑΜΠΙΝΑΣ / CABIN CLEANING				

ΘΥΡΕΣ ΟΡΟΦΩΝ / LANDING DOORS					
ΜΗΧΑΝΙΣΜΟΣ, ΦΥΛΛΑ / OPERATOR, DOORS	✓		✓	✓	✓
ΚΤΡΟΛΟΠΙΚΕΣ ΕΠΑΦΕΣ / ELECTRICAL CONTACTS	✓		✓	✓	✓
ΜΑΝΤΑΛΟΣΕΙΣ & ΚΛΕΙΔΑΡΙΕΣ / INTERLOCKS & LOCKS	✓	✓	✓	✓	✓
ΚΟΜΒΙΔΟΧΟΙ ΟΡΟΦΩΝ & ΕΝΔΕΙΞΕΙΣ / LOP's & INDICATORS	✓		✓	✓	✓
ΦΡΕΑΤΙΟ / SHAFT					
ΠΡΟΣΚΡΟΥΤΗΡΕΣ ΘΑΛΑΜΟΥ & ΑΝΤΙΒΑΡΟΥ / CABIN & COUNTERWEIGHT BUFFERS			✓	✓	
ΣΤΗΡΙΓΜΑΤΑ ΟΔΗΓΩΝ, ΟΔΗΓΟΙ / GUIDES AND GUIDE SUPPORTS	✓		✓	✓	
ΣΥΡΜΑΤΟΣΧΟΙΝΑ, ΛΑΣΤΙΚΑ & ΗΛΕΚΤΡΟΛΟΓΙΚΟΙ ΔΙΑΚΟΠΤΕΣ / ROPES, RUBBERS, ELECTRICAL SWITCHES			✓	✓	
ΦΩΤΙΣΜΟΣ / LIGHTING	✓		✓		✓
ΕΜΒΟΛΟ, ΚΕΤΣΕΣ & ΤΡΟΧΑΛΙΑ / PISTON, O'RING & PULLEY	✓		✓	✓	✓
ΔΙΑΚΟΠΤΕΣ ΤΕΡΜΑΤΟΣ ΔΙΑΔΡΟΜΗΣ & PIT STOP / FINAL LIMIT SWITCHES & PIT STOP SWITCHES	✓		✓	✓	✓
ΣΚΑΛΑ / LADDER			✓	✓	
ΤΡΟΧΑΛΙΑ ΤΑΝΥΣΗΣ / TENSION PULLEY	✓	✓	✓	✓	✓
ΟΜΑΛΗ ΔΙΑΔΡΟΜΗ / SMOOTH TRAVEL			✓	✓	✓
ΧΕΙΡΙΣΤΗΡΙΟ ΣΥΝΤΗΡΗΣΗΣ ΚΑΙ ΠΡΙΖΑ / INSPECTION AND SOCKET	✓		✓		✓
ΕΠΙΠΕΔΩΣΗ ΟΡΟΦΩΝ & ΜΑΓΝΗΤΙΚΟΙ ΔΙΑΚΟΠΤΕΣ / LEVELING & MAGNETIC SWITCHES	✓			✓	✓
ΤΗΛΕΦΩΝΙΚΗ ΣΥΣΚΕΥΗ, ΕΛΕΓΧΟΣ ΧΩΡΙΣ ΗΛΕΚΤΡΙΣΜΟ / TELEPHONE DEVICE, TEST WITHOUT POWER			✓	✓	✓
ΚΑΘΑΡΙΣΜΟΣ ΦΡΕΑΤΙΟΥ / SHAFT CLEANING	✓		✓		
<div> <div> <b>ΤΕΧΝΙΚΟΣ / TECHNICIAN:</b>  </div> <div> <b>ΠΕΛΑΤΗΣ / CUSTOMER:</b>  </div> </div>					

\*Τα εξαρτήματα παραμένουν ιδιοκτησία της P.Y. ELEVATOR LTD μέχρι την εξόφλησή τους/All parts remain property of P.Y. ELEVATOR LTD until final payment.

## Appendix 3: Fall 2025–26 Activity Days

## FALL 2025-26 – ACTIVITY DAYS

WEEK	DATE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
WEEK 1	06-10 OCT					
WEEK 2	13-17 OCT					
WEEK 3	20-24 OCT					
WEEK 4	27-31 OCT		28/10 NATIONAL HOLIDAY			
WEEK 5	03-07 NOV					
WEEK 6	10-14 NOV					
WEEK 7	17-21 NOV	MID-TERM EXAMS				
WEEK 8	24-28 NOV	MID-TERM EXAMS				
		ACTIVITY WEEK				
WEEK 9	01-05 DEC	01 DEC 09:30-14:30 WORKSHOP 1 COMPETITION 1	02 DEC 09:30-14:30 WORKSHOP 2 COMPETITION 2	LESSONS	LESSONS	
WEEK 10	08-12 DEC					
WEEK 11	15-19 DEC	XMAS PARTY?				
	22 DEC 06 JAN	CHRISTMAS HOLIDAYS				
WEEK 12	07-09 JAN	REVISION WEEK				
	12 JAN- 16JAN	FINAL EXAMINATIONS – FALL 2025-26				
	19-30 JAN	SEMESTER BREAK – EDUCATIONAL FIELD TRIP (Date depending on Graduation Ceremony)				

ACTIVITY	DAY/DATE	TOPIC	DURATION	FACILITATOR(S) *
WORKSHOP 1	MON 01 DEC	<b>'Academic Presentation Skills'</b> – Presentation and Interactive workshops.	2.5 Hours	Susan Elfving
COMPETITION 1	MON 01 DEC	<b>Geography Quiz 'The Globetrotters!'</b> – Competitive academic activity aimed at engaging hospitality students through teamwork and interactive quizzing of the world's tourist destinations.	2 Hours	Angela Marinou Susan Elfving
WORKSHOP 2	TUE 02 DEC	<b>'Stress Management and Wellbeing'</b> – Presentation and Interactive workshops.	2.5 Hours	Susan Elfving or Dr. Anestis Vasiliou (Guest Speaker)
COMPETITION 2	TUE 02 DEC	<b>Treasure Hunt: 'Hidden Treasures of Hospitality'</b> – Students will engage in hospitality management concepts through a clue-based treasure hunt – find items, solve hotel-related riddles, and complete quick tasks related to hotel operations.	2 Hours	Angela Marinou Susan Elfving
<p><b>*Note:</b> Faculty members and guest lecturers will be invited to participate as speakers, judges, or facilitators. Listed facilitators may be subject to change.</p>				

## DAY 1: 01 DECEMBER 09:30-12:00

### WORKSHOP 1 – ‘Academic Presentation Skills’ + AGENDA

**Purpose:** To equip students with presentation skills tailored to academic settings, enhancing their ability to effectively communicate their research, assignments, and projects.

**Learning Outcomes:** By the end of the workshop, students will be able to:

- Understand the key components of an effective academic presentation, including structure, clarity, and relevance to the audience.
- Prepare and deliver a short, structured presentation based on a visual hospitality prompt.
- Demonstrate confident and clear oral communication skills suitable for academic and industry contexts.
- Collaborate effectively in small teams under time pressure.
- Demonstrate improved verbal and non-verbal communication skills through live presentation practice.
- Reflect on performance and identify areas for improvement in presentation delivery.

Time	Duration	Session	Content
09:30 – 09:40	10 min	Introduction	Icebreaker. Briefing on the importance of presentation skills in academic success.
09:40 – 10:30	45 min	Lecture and Demonstration	Instructions on how to prepare and structure an academic presentation, including choosing visual aids and organizing content.
10:30 – 11:00	20 min	Interactive Group Activity	Students break into small groups approx. 10 groups. Each group randomly draws a card showing an image of a hotel or hospitality-related item or situation.
11:00 – 11:50	50 min	Presentation Practice	Groups present their work (5-minute each group) to describe, explain, or creatively present the topic using storytelling, examples, or role-play.

11:50 – 12:00	10 min	Conclusion and Reflective Feedback	Instructor feedback. Summarisation of key takeaways, discussion on further improvement areas, and encouragement for future applications.
<b>Total</b>	<b>2.5 Hours</b>		

## DAY 1: 01 DECEMBER 12:30-14:30

### COMPETITION 1 - Geography Quiz: The Globetrotters! + AGENDA

**Purpose of the Activity:** To strengthen students' geographical knowledge as it relates to global travel, tourism, and hospitality. The quiz promotes awareness of major tourist destinations, cultural diversity, and regional characteristics that are essential for delivering exceptional guest service and understanding global travel patterns.

**Learning Outcomes:** By the end of the competition, students will be able to:

- Identify key international destinations commonly visited by tourists.
- Understand geographical factors that influence guest preferences and travel behavior (e.g., climate, time zones, cultural events).
- Apply geographical and cultural knowledge to real-life hospitality scenarios, such as itinerary planning or guest recommendations.
- Develop teamwork, quick thinking, and communication skills relevant to frontline hospitality roles.

Time	Duration	Activity
12:30 – 12:40	10 min	<b>Welcome &amp; Briefing</b> – Introduction, rules, and format explanation
12:40 – 13:00	20 min	<b>Round 1: Global Landmarks &amp; Capitals &amp; Flags</b> (Trivia, Visual clues)
13:00 – 13:20	20 min	<b>Round 2: Destination Match-Up</b> (Match countries to famous attractions, cuisine, or festivals)
13:20 – 13:30	10 min	<b>Round 3: Travel Routes &amp; Time Zones</b> (Map-based or real-life travel planning questions)
13:30 – 13:50	20 min	<b>Round 4: Regional Knowledge Challenge</b> (Focus on specific continents or hospitality regions)
13:50 – 14:00	10 min	<b>Break – Scoring</b>
14:00 – 14:10	10 min	<b>Round 5: Rapid Fire Round</b> (Quick Q&A with penalties for incorrect answers)

14:10 – 14:20	10 min	<b>Scoring &amp; Tiebreaker - Final Round</b> (If needed)
14:20 – 14:30	10 min	<b>Winners, Prizes &amp; Wrap-up.</b> Announce winning team, distribute giveaways, and take photos!
<b>Total</b>	<b>2 Hours</b>	

### Budget for Activity Days: Competition 1 – Geography Quiz: The Globetrotters!

Item	Estimated Cost
Stationery (score sheets, pens)	€0
Printed materials (quiz sheets, maps, flags)	€0
Certificates (design & printing)	€0
Small prizes *	€50
<b>Total</b>	<b>€50</b>

\*Prize Ideas for Student Participants

**1st Place:** Mini Travel Accessories \* – TEMU

\*Passport holder €1.40

4pcs Cute PVC Luggage Tags Set €2.45 (4pcs)

Travel charger bag 1.20

Compass keyring 1.25

Travel neck pillow 2.70,) TEMU

**All Participants:**

Stationary related to Travel Destinations, Keyring, Lucky Charms. Example Lucky Charms €0.10 TEMU

**💰 Budget for Activity Days: Workshop 1 - 'Academic Presentation Skills'**

Item	Estimated Cost (€)
Printed cards (20–30 hospitality images)	€0
Facilitation material (folders, handouts)	€0
Certificates of participation	€0
Small prizes *	€20
<b>Total</b>	<b>€20</b>

\*Prize Ideas for Student Participants

**All Participants:**

- Mini pocket notebooks
- Sticky notes
- Pens. Example 12pcs Pastel Motivational Inspirational Encouraging Pen Set €2.68 = €19

## DAY 2: 02 DECEMBER 09:30-12:00

### WORKSHOP 2 – ‘Stress Management and Wellbeing’ + AGENDA

#### **Purpose:**

To help students recognise sources of stress in their academic and personal lives, understand the impact of stress on well-being, and explore practical techniques to manage stress effectively.

**Learning Outcomes:** By the end of this workshop, students will be able to:

- Identify common sources of stress in hospitality education and work environments.
- Apply practical stress reduction techniques such as breathing exercises and time management strategies.
- Understand the importance of mental wellbeing in academic and hospitality work success.
- Work in groups to share helpful ideas and calming habits.
- Reflect on personal stress triggers and coping mechanisms.

Time	Duration	Session	Content
09:30 – 09:40	10 min	Introduction	Icebreaker and brief discussion.
09:40 – 10:30	50 min	Expert Presentation	Stress awareness, mental health & coping strategies. Time management strategies.
10:30 – 10:40	10 min	Interactive Activity	Breathing techniques, guided relaxation, or mindfulness exercise
10:40 – 11:30	50 min	Group Task & Discussion	Stress Management: ‘Calm Box’ – interactive activity
11:30 – 11:50	20 min	Group Task & Discussion	Time Management: Scenario - ‘Hospitality Student Week’
11:50 – 12:00	10 min	Conclusion/Reflection	Summary of insights & encouragement to apply calming practices.
<b>Total</b>	<b>2.5 Hours</b>		

## DAY 2: 02 DECEMBER 12:30-14:30

### COMPETITION 1 - Treasure Hunt: 'Hidden Treasures of Hospitality' + AGENDA

#### **Purpose:**

To engage students in a fun, hands-on treasure hunt that strengthens their knowledge of hospitality operations and hospitality-related items, encourages teamwork, and helps them apply problem-solving skills through hidden clues and themed tasks.

**Learning Outcomes:** By the end of the competition, students will:

- Identify and relate hidden key items used in hospitality departments.
- Apply practical knowledge in real-life inspired mini task and challenges.
- Work effectively as a team to collaborate, complete and communicate effectively under pressure.
- Demonstrate observation, decision-making, and time management skills.

Time	Duration	Activity
12:30 – 12:40	10 min	Welcome & Briefing. Rules, safety reminders, group setup (4–5 students per team)
12:40 – 13:00	20 min	<b>Round 1: Hidden Item Hunt.</b> Teams receive the first clue, leading them to a hidden hospitality item.
13:00 – 13:30	30 min	<b>Round 2: Chain Clues &amp; Tasks.</b> Second Clue - Each discovered item contains a clue to the next location. <b>Task:</b> perform a quick action before receiving the next clue (hospitality related).
13:30 – 13:50	20 min	<b>Round 3: Final Puzzle Challenge.</b> Teams solve a hospitality-themed quiz related to the clues/items they found.
13:50 – 14:00	10 min	<b>Break &amp; Scoring.</b> Teams return all items and completed task report and quiz answer card. Announce first scores.

14:00 – 14:20	20 min	<b>Bonus Round:</b> Mystery Location. A riddle leads to one last "hidden treasure". First group to solve it wins bonus points.
14:20 – 14:30	10 min	<b>Winners, Prizes &amp; Wrap-up.</b> Announce winning team, distribute giveaways, and take photos!

### **Budget for Activity Days: Competition 2 - Treasure Hunt: ‘Hidden Treasures of Hospitality’**

Item	Estimated Cost (€)
Printed facilitation material (clues, riddle cards, quizzes)	€0
Facilitation material (Treasures - Hospitality Items)	€0
Certificates of participation	€0
Small prizes *	€27
<b>Total</b>	<b>€27</b>

\*Prize Ideas for Student Participants

#### **All Participants:**

- Keyring Flashlight = €27 Macaron Style Mini LED Flashlights with Keychains (TEMU)

## Budget for Activity Days: Workshop 2 - ‘Stress Management and Wellbeing’

Item	Estimated Cost (€)
Printed facilitation material (clues, riddle cards, quizzes)	€0
Facilitation material (Treasures - Hospitality Items)	€0
Certificates of participation	€0
Small prizes *	€25
<b>Total</b>	<b>€25</b>

\*Prize Ideas for Student Participants (for 80 students)

### All Participants:

- Stress Ball = 5pcs Ice Cube Squishy Stress Balls €1.19 (TEMU)

Total: €122.00 + generic




### Generic Budgeting For both days

Winner metals (30pc €4.5 – TEMU)

Decorative Materials: €20

Refreshments (water, juices for students)?

## Appendix 4: Fire Safety Certificate

 ΚΥΠΡΙΑΚΗ ΔΗΜΟΚΡΑΤΙΑ ΥΠΟΥΡΓΕΙΟ ΔΙΚΑΙΟΣΥΝΗΣ ΚΑΙ ΔΗΜΟΣΙΑΣ ΤΑΞΕΩΣ	 ΠΥΡΟΣΒΕΣΤΙΚΗ ΥΠΗΡΕΣΙΑ ΚΥΠΡΟΥ
<i>Ευσυνείδητα δίπλωά σου</i>	
Αρ. Φακ.: Π.Υ. 343/4/ΣΧ2222 Αρ. Τηλ.: 23803232 Αρ. Φαξ: 23827161 Email: <a href="mailto:ammfireprevention@fs.gov.cy">ammfireprevention@fs.gov.cy</a>  23 Σεπτεμβρίου, 2025  Δήμαρχο Αγίας Νάπας Τ.Θ. 30026, 5340 Αγία Νάπα	Πυροσβεστικός Σταθμός Αμμοχώστου Λοχία Αδάμου Αδάμου
<b>Επιθεώρηση Πυροπροστασίας</b>	
<b>Οικοδομή:</b> ΓΙΩΡΚΕΙΟΣ ΒΙΒΛΙΟΘΗΚΗ	
<b>Αιτητής:</b> Γεώργιος Τάκκας	
<b>Διεύθυνση:</b> Οδός Δημοκρατίας Αρ. 1, Σωτήρα	
<p>Αναφέρομαι στην επιστολή σας ημερομηνίας 22.09.2025 και σας πληροφορώ ότι η πιο πάνω βιβλιοθήκη επιθεωρήθηκε στις 22.09.2025 και κρίθηκε κατάλληλη από απόψεως πυροπροστασίας.</p> <p><b>Σημ.:</b> Το παρόν Πιστοποιητικό ισχύει για περίοδο τριών ετών από την ημερομηνία έκδοσης του.</p>	
<p><i>Ελευθερία Γεωργίου 27.9.2025 3159</i></p> <p>Ελευθερία Γεωργίου Π/μος. 3159 Υπεύθυνη Τμήματος Πυροπροστασίας Αμμοχώστου για Αρχιπύραρχο Πυροσβεστικής Υπηρεσίας</p>	
<p>Κοιν: Αρχιπύραρχο Πυροσβεστικής Υπηρεσίας ΕΓ/</p>	
	
<p>Οδός Ακροπόλεως 55, 5380 Δερόνεια – Αμμόχωστος, Τ.Θ. 33114, 5311 Παραλίμνι Τηλ.: 23803232, Φαξ.: 23827151, Ιστοσελίδα: <a href="http://www.fs.gov.cy">www.fs.gov.cy</a></p>	

The Certificate for Electrical and Mechanical Installations was approved in 2020 and it has been valid since then. INC submitted the renewal application on time however, the relevant department does not accept renewal applications before the certificate expires. Below, you can find the receipt confirming the submission of the application, for renewal, waiting the approval by the Government's department.

MEATH 11/7/2025

Αρ. Φακ.:

ΗΜΥ.31

Όνομα αιτητή: ..INTERNAPA COLLEGE.....

Διεύθυνση: .....

ΓΡΙΑ ΔΙΓΕΝΗ Νο 4 ΣΩΤΗΡΑ, 5390

Αρ. Τηλ.: 23-829840

Τηλ. Επικοινωνίας Ηλεκτρολόγου: 99-532580

Όνομα Ηλεκτρολόγου: ΠΙΕΡΗΣ ΠΙΕΡΗ

Επαρχιακό Μηχανικό  
Τμήματος Ηλεκτρομηχανολογικών Υπηρεσιών  
Αμμοχώστου-Λάρνακας

Κύριε,

**Επιθεώρηση και Έλεγχος Ηλεκτρικής Εγκατάστασης**

Παρακαλώ όπως επιθεωρήσετε κι ελέγξετε την ηλεκτρική εγκατάσταση του υποστατικού μου  
υπό την επωνυμία ..INTERNAPA COLLEGE.....

..... το οποίο βρίσκεται στην οδό

ΓΡΙΑ ΔΙΓΕΝΗ Νο 4 ΣΩΤΗΡΑ, 5390

πόλη/χωριό.....ΣΩΤΗΡΑ.....της Επαρχίας.....ΑΜΜΟΧΩΣΤΟΥ..... για να  
μπορέσω να εξασφαλίσω πιστοποιητικό καταλληλότητας.

Για το σκοπό αυτό, επισυνάπτω:

I) δεόντως συμπληρωμένο το έντυπο ΗΜΥ 60.18-1

II) δύο αντίγραφα των ηλεκτρολογικών σχεδίων της εγκατάστασης  
(κατόψεις/ τοπογραφικό)

και καταβάλλω το ποσό των €30.50 για τα σχετικά δικαιώματα επιθεώρησης κι ελέγχου.

Με τιμή,

Ημερομηνία: 22/07/2020

Κοιν.: Αστυνομικό Διευθυντή  
Αμμοχώστου

Δήμο ..ΣΩΤΗΡΑ.....

**ΕΙΣΠΡΑΧΘΗΚΕ**

Ημερομηνία.....

Αρ. Απόδειξης .....

Z:\EMS\form\KENTRA\ENTYPIA AITHISES\ΕΠΙΘΕΩΡΗΣΕΙΣ\ΑΙΤΗΣΗ ΑΜΜΟΧΩΣΤΟΥ.docx

The

Αρ. Πιστοποίησης: [Για Επίσημη Χρήση]

**ΚΥΠΡΙΑΚΗ ΔΗΜΟΚΡΑΤΙΑ**

ΕΝΤΥΠΟ Η.Μ.Υ. 60.18-1

ΤΜΗΜΑ ΗΛΕΚΤΡΟΜΗΧΑΝΟΛΟΓΙΚΩΝ ΥΠΗΡΕΣΙΩΝ

## ΕΚΘΕΣΗ ΥΠΑΡΧΟΥΣΑΣ ΚΑΤΑΣΤΑΣΗΣ ΗΛΕΚΤΡΙΚΗΣ ΕΓΚΑΤΑΣΤΑΣΗΣ

### Α. ΣΤΟΙΧΕΙΑ ΠΕΛΑΤΗ

Πελάτης: **INTERNAPA COLLEGE ΣΩΤΗΡΑ** Διεύθυνση: **ΓΡΙΒΑ ΔΙΓΕΝΗ No 4 ΣΩΤΗΡΑ, 5390**  
Τηλ.: **23-829840** Τ.Κ.: **5390**  
Αρμόχιος:

### Β. ΣΚΟΠΟΣ ΤΗΣ ΕΚΘΕΣΗΣ

Σκοπός για τον οποίο απαιτείται η παρούσα έκθεση: **ΑΔΕΙΑ ΛΕΙΤΟΥΡΓΙΑΣ ΚΟΛΛΕΓΙΟΥ**

### Γ. ΛΕΠΤΟΜΕΡΕΙΕΣ ΕΓΚΑΤΑΣΤΑΣΗΣ

Κάτοχος: **INTERNAPA COLLEGE** Περιγραφή: ☐ Οικιακό ☒ Εμπορικό ☐ Βιομηχανικό ☐ Άλλο  
Υποστατικό: ☐ Υποστατικό: ☐ Άλλο (περιγράψτε):  
Διεύθυνση: **ΓΡΙΒΑ ΔΙΓΕΝΗ No 4 ΣΩΤΗΡΑ, 5390** Υπολογισμένη ηλεκτρική εγκατάσταση: **2** φm  
Τεκμήρια τροποποιήσεων ή προσθίκεων ΝΑΙ/ΟΧΙ ☐ ΟΧΙ  
Αν ΝΑΙ, υπολογισμένη ηλεκτρική: ☐ φm  
Ημερομηνία εγκατάστασης: **18/5/2020** Κατοχή αρχικού υλικού από: **ΗΜΥ -ΑΗΚ**  
Διαθέσιμα αρχικά υλικά εγκατάστασης: **ΝΑΙ**

### Δ. ΜΕΡΟΣ ΤΗΣ ΕΓΚΑΤΑΣΤΑΣΗΣ ΠΟΥ ΚΑΛΥΠΤΕΙ Η ΕΚΘΕΣΗ ΚΑΙ ΠΕΡΙΟΡΙΣΜΟΙ ΤΗΣ ΕΠΙΦΕΡΡΗΣΗΣ ΚΑΙ ΕΛΕΓΧΟΥ

Μέρη της ηλεκτρικής εγκατάστασης που καλύπτει η παρούσα έκθεση:

#### ΑΙΘΟΥΣΕΣ ΔΙΔΑΣΚΑΛΙΑΣ

Συμπεριλαμβανόμενοι περιορισμοί της επιθεώρησης και ελέγχου, εάν υπάρχουν:

#### ΣΥΣΤΗΜΑΤΑ ΑΣΦΑΛΕΙΑΣ ΚΑΙ ΥΠΟΛΟΓΙΣΤΕΣ

Η παρούσα επιθεώρηση έγινε σύμφωνα με τους Περὶ Ηλεκτρομολύ Νόμους και Κανονισμούς. Κατάλληλα σε Insulating ή σωλήνες, ή καλώδια επί σωλήνες κάτω από τα πατώματα που δεν είναι ορατά, καλώδια που βρίσκονται μέσα σε σφραγισμένους χώρους, στεγνά και γενικά μέσα στη δομή του κτιρίου ή υπαγείας, δεν έχουν, οπτικό, επιθεωρηθεί.

### Ε. ΔΗΛΩΣΗ

Εγώ ως υπεύθυνος για τον έλεγχο και αποτίμηση της ηλεκτρικής εγκατάστασης έως δηλώνεται πιο κάτω με υπογραφή μου, λεπτομέρειες της οποίας περιγράφονται πιο πάνω (βλέπε Γ), έχοντας ασκήσει εύλογη δεξιότητα και προσοχή κατά την αποτίμηση και έλεγχο, δια της παρούσης δηλώνω ότι οι πληροφορίες στην έκθεση αυτή, ο συνυμνημένος πίνακας και τα σχέδια παρέχουν ακριβή στοιχεία της ηλεκτρικής εγκατάστασης, λαμβάνοντας υπόψη του μέρους της εγκατάστασης και των χαρακτηρισμών της επιθεώρησης και ελέγχου (βλέπε Δ) και της συμβατότητας μας που καθορίζονται στους Περὶ Ηλεκτρομολύ Κανονισμούς.

#### ΗΛΕΚΤΡΟΛΟΓΟΣ ΜΕΛΕΤΗΤΗΣ\*

Αρ. Μητρώου Η.Μ.Υ.: **5554** Όριο Ευθύνης: **ΑΠΕΡΙΟΡΙΣΤΟ**

Υπογραφή: **ΚΟΥΣΚΟΥΛΛΗ ΜΙΧΑΗΛ** Ημερομηνία: **21/07/2020**

Όνομα: **ΚΟΥΣΚΟΥΛΛΗ ΜΙΧΑΗΛ**

Υπεύθυνος Οργανισμού: **Μ.ΚΟΥΣΚΟΥΛΛΗΣ ΣΥΜΒΟΥΛΟΣ ΗΛΕΚΤΡΟΛΟΓΩΣ ΜΗΧΑΝΙΚΟΣ**

(όπου εφαρμόζεται) Τηλέφωνο επικοινωνίας: **99-658340**

Ηλεκτρονική διεύθυνση:

Διεύθυνση Εργαλείων/Όργανοι: **ΑΡΧ.ΜΑΚΑΡΙΟΥ III No21 ΔΕΡΥΝΕΙΑ**

Τ.Κ.: **5380**

#### ΗΛΕΚΤΡΟΛΟΓΟΣ ΕΡΓΟΔΗΤΗΣ\*

Αρ. Μητρώου Η.Μ.Υ.: **3740** Όριο Ευθύνης: **150** kVA

Υπογραφή: **ΠΙΕΡΗΣ ΠΙΕΡΗΣ** Ημερομηνία: **21/07/2020**

Όνομα: **ΠΙΕΡΗΣ ΠΙΕΡΗΣ**

(όπου εφαρμόζεται) Τηλέφωνο επικοινωνίας: **99532580**

Ηλεκτρονική διεύθυνση:

Διεύθυνση Εργαλείων/Όργανοι: **ΜΙΧΑΛΑΚΗ ΚΑΡΑΩΛΗ No10 ΣΩΤΗΡΑ 535**

Τ.Κ.: **5330**

(\* ) Ο Μελετητής και ο Εργαλέτης θα πρέπει να κατέχουν επαρκή όρια ευθύνης που να καλύπτουν τη συγκεκριμένη εγκατάσταση.

ΕΝΤΥΠΟ Η.Μ.Υ. 60.18-1

## Ζ. ΠΕΡΙΛΗΨΗ ΓΙΑ ΤΗΝ ΚΑΤΑΣΤΑΣΗ ΤΗΣ ΕΓΚΑΤΑΣΤΑΣΗΣ

Γενική κατάσταση της εγκατάστασης όσον αφορά την ασφάλεια

**ΙΚΑΝΟΠΟΙΗΤΙΚΗ**

Η Συνολική αξιολόγηση της εγκατάστασης σχετικά με την καταλληλότητα για συνέχιση της κρίσης, πιο πάνω, κρίνεται ως

**ΙΚΑΝΟΠΟΙΗΤΙΚΗ / ΜΗ ΙΚΑΝΟΠΟΙΗΤΙΚΗ\*** (Διαγράφεται ανάλογα)

\* ΜΗ ΙΚΑΝΟΠΟΙΗΤΙΚΗ αξιολόγηση υποδηλώνει ότι έχει εντοπιστεί κίνδυνος (Κωδικός Κ1) ή/και πιθανότητα κινδύνου (Κωδικός Κ2)

## Η. ΕΙΣΗΓΗΣΕΙΣ

Όταν στη συνολική αξιολόγηση της εγκατάστασης σχετικά με την καταλληλότητα για συνέχιση της κρίσης, πιο πάνω, κρίνεται ως ΜΗ ΙΚΑΝΟΠΟΙΗΤΙΚΗ, απαιτείται όπως οι παρατηρήσεις οι οποίες κατηγοριοποιούνται ως "Πορρωσία Κινδύνου" (Κωδικός Κ1) ή "Πιθανότητα Κινδύνου" (Κωδικός Κ2) ποικον άμεσης αντιμετώπισης.

Για τις παρατηρήσεις οι οποίες κατηγοριοποιούνται ως "Απαιτείται Περαιτέρω Διερεύνηση" (Κωδικός ΠΔ), απαιτείται να διερευνηθούν χωρίς καθυστέρηση.

Για τις παρατηρήσεις οι οποίες κατηγοριοποιούνται ως "Υπάρχει Βελτίωση" (Κωδικός Β), πρέπει να ληφθούν υπόψη δράσεις.

Λαμβάνοντας υπόψη ότι έχουν γίνει οι αναγκαίες διορθωτικές ενέργειες, συνιστά όπως η εγκατάσταση αυτή επανελεγχθεί και επαναεπιβεβαιωθεί μέχρι της

..... (ημερομηνία)

## Θ. ΠΙΝΑΚΕΣ

Επισυνάπτονται ..... Πίνακες/ες λεπτομερειών των κυκλωμάτων και αποτελεσμάτων του ελέγχου της εγκατάστασης (Πίνακες Α) και Επιθεώρησης και Ελέγχου (Πίνακες Β).

Οι συνημμένοι Πίνακες αποτελούν μέρος της Έκθεσης Υπόμνησης Κατάστασης (Ηλεκτρικής Εγκατάστασης και η Έκθεση ισχύει μόνο όταν συνοδεύεται από τους σχετικούς Πίνακες

## Ι. ΕΛΕΓΧΟΣ ΚΑΙ ΕΠΙΘΕΩΡΗΣΗ

Εγώ ως αρμόδιος με βάση τις πρόνοιες των περί Ηλεκτρισμού Νόμου και Κανονισμών για τον έλεγχο και επιθεώρηση της ηλεκτρικής εγκατάστασης (ως δηλώνεται πιο κάτω με την υπογραφή μου), λεπτομέρειες της οποίας περιγράφονται πιο πάνω (Βλέπε Γ), έχοντας ασκήσει εύλογη δεισιπνοία και προσοχή κατά τον έλεγχο και επιθεώρηση, δια της παρούσης δηλώνω ότι οι πληροφορίες στην έκθεση αυτή, περιλαμβάνονται των παρατηρήσεων (Βλέπε Γ στον Πίνακα Β), της γενικής κατάστασης της εγκατάστασης (Βλέπε Ζ) και οι συνημμένοι πίνακες και σχέδια περιέχουν ακριβή εκτίμηση της κατάστασης της ηλεκτρικής εγκατάστασης, λαμβανομένων υπόψη των μέτρων της εγκατάστασης και των περιορισμών του ελέγχου και της επιθεώρησης (Βλέπε Δ).

Εγώ περαιτέρω δηλώνω ότι κατά την κρίση μου η υπό αναφορά εγκατάσταση ήταν γενικά σε κατάσταση κατά το χρόνο της επιθεώρησης και ότι θα πρέπει να επανελεγχθεί ως συνήθως (Βλέπε Η)

\* Συμπληρώνεται ανάλογα "ΙΚΑΝΟΠΟΙΗΤΙΚΗ" ή "ΜΗ ΙΚΑΝΟΠΟΙΗΤΙΚΗ"

Ός "ΜΗ ΙΚΑΝΟΠΟΙΗΤΙΚΗ" κατάσταση, καθορίζεται στις περιπτώσεις που υπάρχουν στις παρατηρήσεις οι Κατηγορίες με Κωδικό Κ1 ή/και Κ2.

## ΗΛΕΚΤΡΟΛΟΓΟΣ ΕΠΙΘΕΩΡΗΤΗΣ

Υπογραφή: ..... Ημερομηνία: .....

Όνομα: (ΚΕΦΑΛΑΙΑ) .....

Υπεύθυν Υπηρεσία/Όργανο: .....

Τηλέφωνο επικοινωνίας: .....

Ηλεκτρονική Διεύθυνση: .....

Διεύθυνση Υπηρεσίας/Όργανου: .....

Σελίδα 2



## ΔΗΜΟΣ ΣΩΤΗΡΑΣ

Μακαρίου Γ' 22, 5390 ΣΩΤΗΡΑ  
Τηλ.: 23821568, Φαξ: 23825450  
E-mail: sotiramunicipality@cytanet.com.cy  
<http://www.sotira5390.com>

65

№ 0055

### Ο ΠΕΡΙ ΟΔΩΝ ΚΑΙ ΟΙΚΟΔΟΜΩΝ ΝΟΜΟΣ ΚΕΦΑΛΑΙΟΝ 98 (ΑΡΘΡΟΝ 10)

### ΠΙΣΤΟΠΟΙΗΤΙΚΟΝ ΕΓΚΡΙΣΕΩΣ

ΠΙΣΤΟΠΟΙΕΙΤΑΙ με το παρόν ότι η ΟΙΚΟΔΟΜΗ / ΠΡΟΣΘΗΚΗ / ΔΙΑΙΡΕΣΗ  
για την οποία έχει εκδοθεί άδεια με αριθμό 0034 (B.134/10)

Ημερομηνία 29.06.2012

επί του / των τετραγώνου / ων 165 & 166

Αρ. Κτηματ. Σχεδίου 1-2865-3775

Περιοχής ΔΗΜΟΥ ΣΩΤΗΡΑΣ

Τμήμα (Block) 01

ΕΧΕΙ ΣΥΜΠΛΗΡΩΘΕΙ σύμφωνα με τα εγκριθέντα σχέδια και τους σχετικούς  
όρους της άδειας ΟΙΚΟΔΟΜΗΣ / ΠΡΟΣΘΗΚΗΣ / ΔΙΑΙΡΕΣΗΣ

Προς ΙΚΑΝΟΠΟΙΗΣΗ ΤΟΥ ΔΗΜΟΥ ΣΩΤΗΡΑΣ

Παρατηρήσεις

Σωτήρα την 13.06.13



**ΚΥΠΡΙΑΚΗ ΔΗΜΟΚΡΑΤΙΑ**  
**Ο ΠΕΡΙ ΠΟΛΕΟΔΟΜΙΑΣ ΚΑΙ ΧΩΡΟΤΑΞΙΑΣ ΝΟΜΟΣ ΤΟΥ 1972**  
**ΓΝΩΣΤΟΠΟΙΗΣΗ ΧΟΡΗΓΗΣΕΩΣ ΠΟΛΕΟΔΟΜΙΚΗΣ ΑΔΕΙΑΣ**

**ΓΡΑΦΕΙΟ:** ΤΜΗΜΑ ΠΟΛΕΟΔΟΜΙΑΣ ΚΑΙ ΟΙΚΗΣΕΩΣ  
**ΔΙΕΥΘΥΝΣΗ:** ΔΕΣΦΟΡΟΣ ΔΗΜΟΣΘΕΝΗ ΣΕΒΕΡΗ,  
1454 ΛΕΥΚΩΣΙΑ  
**ΤΗΛ.:** 22-408000 *409507*  
**ΗΜΕΡΟΜΗΝΙΑ:** 19/04/2010 *19/4/2015*

**ΑΙΤΗΤΗΣ:** ΙΔΙΩΤΙΚΑ ΦΡΟΝΤΙΣΤΗΡΙΑ Γ. ΤΑΚΚΑΣ ΛΤΔ  
**ΔΙΕΥΘΥΝΣΗ:** Τ.Θ. 40905  
6308 ΛΑΡΝΑΚΑ

**ΑΡ.ΑΙΤΗΣΕΩΣ:** ΑΜΧ/00419/2009

**ΗΜΕΡ.ΛΗΨΕΩΣ:** 26/10/2009  
**Φ/ΣΧ:** 1-2865-3775

**ΠΕΡΙΓΡΑΦΗ:** ΑΛΛΑΓΗ ΧΡΗΣΗΣ ΑΠΟ ΚΑΤΟΙΚΙΑ ΣΕ ΓΡΑΦΕΙΑ  
**ΑΝΑΠΤΥΞΕΩΣ:**

**Αρ.Τεμ.:** 165 166

**ΠΟΛΗ/ΧΩΡΙΟ:** ΣΩΤΗΡΑ ΑΜΜΟΧΩΣΤΟΥ

Η Πολεοδομική Αρχή με το παρόν εγκρίνει την αίτηση για πολεοδομική άδεια για την ανάπτυξη που αναφέρεται πιο πάνω και που περιγράφεται λεπτομερώς στην αίτηση που υποβλήθηκε, με βάση τα σχέδια που έχουν εγκριθεί (με οποιεσδήποτε τυχόν τροποποιήσεις που δείχνονται πάνω σ' αυτά) και με την προϋπόθεση τηρήσεως των όρων του Παραρτήματος που επισυνάπτεται.

*Κοιν.: Έπαρχο Αβροκιάτου,  
Επαρχιακό Λειτουργικό Αβυλού  
Π. Παλεοδωμίας & Οικήσεως,  
Πρόεδρο Κοιν. Συμβ. Σωτήρας.*

*ΓΙΑ ΑΝ. ΔΙΕΥΘΥΝΤΗ  
Τ.Μ. ΠΟΛΕΟΔΟΜΙΑΣ & ΟΙΚΗΣΕΩΣ*

Πολεοδομική Αρχή

**ΣΗΜΕΙΩΣΕΙΣ:**

1. Η άδεια αυτή δεν περιλαμβάνει χορήγηση άδειας με βάση τον περί Ρυθμίσεως Οδών και Οικοδομών Νόμο ή άλλο Νόμο. Είναι ευθύνη του αιτητή να αποταθεί ξεχωριστά για την εξασφάλιση των άλλων αδειών που απαιτούνται.
2. Αν θεωρείτε ότι τα νόμιμα συμφέροντα σας παραβιάζονται από την απόφαση αυτή, μπορείτε, μέσα σε 30 μέρες το αργότερο από την ημερομηνία κοινοποίησης της αποφάσεως, να υποβάλετε Ιεραρχική Προσφυγή στο Υπουργικό Συμβούλιο. Η Προσφυγή ασκείται με την κατάθεση εγγράφου μέσα στην πιο πάνω προθεσμία, στο Υπουργείο Εσωτερικών, που περιέχει τους λόγους για τους οποίους γίνεται η Προσφυγή και με κοινοποίηση, μέσα στην ίδια προθεσμία, αντιγράφου της Προσφυγής στην Πολεοδομική Αρχή.
3. Για να καταστεί δυνατή η εξέταση της Ιεραρχικής Προσφυγής θα πρέπει να καταβάλετε στο γραφείο της Πολεοδομικής Αρχής τα δικαιώματα που έχουν καθοριστεί για τις Ιεραρχικές Προσφυγές με βάση τους περί Πολεοδομίας και Χωροταξίας (Δικαιώματα) Κανονισμούς του 2005 (Κ.Δ.Π. 119/2005) και να επισυνάψετε αντίγραφο της απόδειξης στην Ιεραρχική Προσφυγή που θα υποβληθεί στο Υπουργείο Εσωτερικών.

**ΠΑΡΑΡΤΗΜΑ  
ΕΓΚΕΚΡΙΜΕΝΟ ΣΧΕΔΙΟ**

**ΑΔΕΙΑ ΑΡ.: Ρ.034**

**ΗΜΕΡ.: 27/06/10**

**ΑΡ.ΦΑΚ.: Ρ.134/10**

*ΕΠΙΣΤΗΜΟΝΙΚΟΣ  
ΑΡΧΑΡΧΟΣ ΣΩΤΗΡΑΣ*

ΟΡΟΙ ΧΟΡΗΓΗΣΕΩΣ ΑΔΕΙΑΣ

Αρ. Αιτήσεως : AMX/00119/2010  
ΟΝΟΜΑ ΑΙΤΗΤΗ : Γ. ΤΑΚΚΑΣ ΛΤΔ

- ( 3 ) Η ισχύς της άδειας αυτής λήγει μετά την παρέλευση πέντε χρόνων από την ημερομηνία της γνωστοποίησης χορήγησης της άδειας. Αν πριν από την ημερομηνία λήξης οι εργασίες για την ανάπτυξη έχουν αρχίσει ουσιαστικά και βρίσκονται, κατά την ημερομηνία που λήγει η άδεια σε ενεργό εκτέλεση (Άρθρο 28 του Νόμου), μπορείτε να αποταθείτε για εξασφάλιση "Πιστοποιητικού έναρξης εργασιών" το οποίο επενεργεί προς παράταση της ισχύος της πολεοδομικής άδειας για ένα ακόμη χρόνο.
- ( 12 ) Η ανάπτυξη να μην τεθεί σε χρήση εκτός αν εκτελεστούν όλοι οι όροι της άδειας αυτής.
- (456) Η έξοδος οχημάτων από το χώρο στάθμευσης προς τον δημόσιο δρόμο θα γίνεται με κίνηση προς τα εμπρός, όπως δείχνεται στο εγκεκριμένο χωροταξικό σχέδιο και δεν θα διενεργείται με κίνηση προς τα πίσω.
- (500) Οι δύο εγκεκριμένοι χώροι στάθμευσης που δείχνονται με κόκκινο χρώμα στο παρακείμενο τεμάχιο με αρ. 167 να δεσμευθούν νομικά για τις ανάγκες της παρούσας αίτησης μέσω του οικείου κτηματολογικού γραφείου.
- (501) Η διάρκεια της ισχύος της άδειας τερματίζεται και η άδεια καθίσταται ανενεργός όταν και εφόσον τερματισθεί η δέσμευση των χώρων στάθμευσης στο πιο πάνω παρακείμενο τεμάχιο με αρ. 167.
- (502) Η άδεια αυτή διαλαμβάνει μετατροπές σε υφιστάμενο κατάστημα και αλλαγή χρήσης του σε βιβλιοθήκη και αποτελεί αναπόσπαστο μέρος της Πολεοδομικής Άδειας με αρ. AMX/111/2008 σε σχέση με το υφιστάμενο εγκεκριμένο ιδιωτικό εκπαιδευτικό ίδρυμα στο τεμάχιο με αρ. 240 και σε καμία περίπτωση δεν μπορεί να χρησιμοποιηθεί σε οποιαδήποτε ανεξάρτητη χρήση.

ΠΑΡΑΡΤΗΜΑ  
ΕΓΚΕΚΡΙΜΕΝΟ ΣΧΕΔΙΟ

ΑΔΕΙΑ ΑΡ.: 2.0.36.....

ΗΜΕΡ.: 29/06/17

ΑΡ. ΦΑΚ.: B136/10

ΟΡΟΙ ΧΟΡΗΓΗΣΕΩΣ ΑΔΕΙΑΣ

Αρ. Αιτήσεως : AMX/00119/2010  
ΟΝΟΜΑ ΑΙΤΗΤΗ : Γ. ΤΑΚΚΑΣ ΔΤΔ

Σημειώσεις προς τους Αιτητές και την Αρμόδια Αρχή:

Εφιστάται η προσοχή σας στο γεγονός ότι για την υλοποίηση της παρούσας Πολεοδομικής Άδειας, απαιτείται η έκδοση άδειας οικοδομής από την αρμόδια Τοπική Αρχή/Έπαρχο Αμμοχώστου. Ως εκ τούτου δεν πρέπει να προβείτε στην έναρξη οποιασδήποτε εργασίας πριν την εξασφάλιση της εν λόγω άδειας για την έκδοση της οποίας είναι αναγκαία η υποβολή από σας σχετικής αίτησης στην Αρμόδια Αρχή που να συνοδεύεται από όλα τα απαραίτητα συμπληρωματικά σχέδια.

(Υπ.) ΜΑΡΙΟΣ ΚΟΥΡΟΥΓΙΑΝΝΗΣ

(Μ. Κουρούγιαννης)  
για Αν. Διευθυντή  
Τμήματος Πολεοδομίας και Οικήσεως  
ΠΟΛΕΟΔΟΜΙΚΗ ΑΡΧΗ

ΓΚ/ΚΧΓ  
22.04.2010

**ΠΑΡΑΡΤΗΜΑ**  
ΕΓΓΕΚΡΙΜΕΝΟ ΣΧΕΔΙΟ

ΑΔΕΙΑ ΑΡ.: 2036.....

ΗΜΕΡ.: 29/06/12

ΑΡ. ΦΑΚ.: B136/10

ΜΑΡΧΟΣ ΣΩΤΗΡΑΣ