



University of Cyprus
Graduate School



POSTGRADUATE STUDIES RULES

POSTGRADUATE STUDIES RULES

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POSTGRADUATE STUDIES RULES

The University Council, exercising the powers vested in it by section 33 of the University of Cyprus (Student and Academic Affairs) Regulations of 2006 – 2016 CLR 172/2006 and 134/2016 and the University of Cyprus (Postgraduate Studies) regulations of 2016 regarding the provision of postgraduate programmes of study in other languages than the official languages of the Republic, hereby issues the following Rules:

GENERAL RULES OF POSTGRADUATE STUDIES

1. STUDIES – GENERAL

- 1.1 The Postgraduate Programmes of Study of the University of Cyprus are based on the European Credit Transfer System (ECTS). One ECTS is equivalent to 25-30 hours of student work.
- 1.2 The academic year is divided into the autumn and spring semesters. Supplementary study programmes are offered during the summer semester.
- 1.3 During the summer period, students may enrol only for the stages of research and writing, including the writing of their dissertation, as well as for independent study or practical exercise or a comprehensive examination always with the agreement of the supervising professor. The summer semester begins in mid-June and is 7 weeks long. The maximum teaching load it can include is 15 ECTS.
- 1.4 The allocation of ECTS of a programme of study between the Fall and Summer semester is expected to be equal. A small inequality is permitted but this must not exceed 30 ECTS.
- 1.5 A course is defined as educational activity which could take the form of essays, tutorials, laboratories, lectures, seminars, or a combination of the above, or such a form as may be set according to each case in the individual Department courses. The minimum number of students attending a course is five. Courses may be run for fewer students, but these do not count towards the Department member's teaching load, and must

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either be completed the following semester or it will be considered as additional teaching load in the same semester.

- 1.6 An academic qualification is awarded following the successful completion of studies in a specific course/direction, on the basis of a specific study programme set by a Department or Departments and with the approval of the competent bodies.
- 1.7 During the first week of teaching, the faculty member gives to the students a written outline of the course in which are written the goals, the syllabus, the bibliography and the method of evaluating the course. The outline is filed with the Department Secretariat and relevant information including evaluation is placed on the university electronic systems for use by the students. The evaluation method for the course cannot be amended after the first week of teaching without the students' consent.
- 1.8 The University of Cyprus works on the principle of on-going evaluation in each course. Specifically, a student's performance in a particular subject is evaluated, according to the professor's judgment and with the Department's approval, in at least two different ways. One must be the final written examination. The final examination, where provided, cannot participate in the final grade at a rate over 60%.
- 1.9 It is mandatory to inscribe the various grades on the examination papers and these grades may not be altered later.
- 1.10 Examinations are not permitted during the final week of teaching. Unannounced exams are not permitted. Oral exams may be used only as supplementary to other evaluation methods (an exception is the comprehensive examination which takes place in the framework of the writing of the PhD dissertation). Final written exams take place at a time specified by the Academic Affairs and Student Welfare Service. In postgraduate courses the final written exam may be replaced by the submission of a written project if this is included in the course outline.
- 1.11 The final examination papers cannot be returned. Students have access to them, if they wish, for no longer than ten calendar days, in the presence of the faculty member. After this time, any final examination papers are destroyed.

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- 1.12 The Examination Rules and the Examination Rules for the academic support of students with special needs which apply to undergraduate students apply also to postgraduate students.
- 1.13 Registration for courses takes place in the first week of each semester.
- 1.14 Attendance is mandatory and continuous in all Departments.
- 1.15 Students organise the programme of the semester in accordance with the study programme of the Department, in cooperation with their Academic/Research Supervisor, selecting from the courses offered and based on available places. Students may add or drop a course in the second week following commencement of classes and in the third week, they may only drop courses. If they leave a course between the fourth and the seventh week, this is recorded in their academic record as a withdrawal. Withdrawal from a course after week seven is automatically graded with zero (0).
- 1.16.1 In order to qualify for graduation, all Masters' postgraduate students must attend/participate in two (2) public lectures, seminars, conferences or other public events organised by the University of Cyprus each year of study without being credited with ECTS.
- 1.16.2 Students who voluntarily attend public lectures, seminars or other public events organised by the University of Cyprus, in addition to the mandatory two (two) events per semester, are credited with one (1) ECTS for attending 10 lectures or 20 hours of intensive courses at the Centre for Teaching and Learning (CTL).
- 1.16.3 For the purposes of recognition of credit units, it is calculated that one (1) full day conference corresponds to three (3) lectures and one (1) lecture corresponds to 2 hours of intensive courses at the Centre for Teaching and Learning (CTL).
- 1.16.4 Lectures are not evaluated with grades but receive up to two (2) ECTS for the entirety of the students' studies. It is up to the Department to specify the allocation of the ECTS in their Programmes of Study.

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1.16.5 The Academic Affairs and Student Welfare Service is responsible for organising the procedure for recording students' participation in public lectures, seminars, conferences or other public events organised by the University of Cyprus, and for entering their ECTS electronically.

1.17 A UCY postgraduate student may not attend two postgraduate programmes at the same time or study in two Departments at Cyprus University or any other university or Establishment of Higher Education in Cyprus or abroad. By exception, parallel attendance at another University or Higher Education Establishment in Cyprus or abroad is permitted only if the student has the approval of the Council of the Department if it is at the level of a Master degree or the approval of the Department Council and the student's Research Supervisor if it is at the doctoral level. It is provided that the student may not study fulltime at both universities.

If the Council of the Department approves the parallel attendance in two study programmes, the Department must notify the Graduate School in writing.

1.18 A postgraduate student wishing to leave the UCY programme of study in which he/she has enrolled, must inform the Department Council in writing. The Council's decision is communicated to the Dean of the Graduate School.

2. GRADING SYSTEM

2.1 The awarding of grades is the exclusive right of the professor. Changes of grades by the professor are possible only in cases of an error and only with the written approval of the Head of Department and the Dean, no later than 15 days after publication of the grades. If the change proposed by the professor is made later than 15 days, approval is required from the Graduate School Committee.

2.2 The grading system is numerical, from 0 to 10 with increments of $\frac{1}{2}$. The minimum passing grade is 5. The final grade of a graduate student is calculated as the grade point average of all courses passed by the student. The GoA is based on the ECTS of each course.

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- 2.3 In a postgraduate programme of study, courses can be graded as Success/Failure. These courses do not count towards the student's GPA, and may not exceed 25% of the programme's ECTS, with the exception of the dissertation units. All courses are presented in the Postgraduate Studies Prospectus.
- 2.4 For the calculation of the final GPA, only those courses in which the students received grades of 5 and above are taken into account (because credits can only be awarded for those). Courses calculated collectively cover the required ECTS. For the calculation all courses which the students have passed are taken into account, even if they have passed more courses required by their Programme of Study. Courses graded with success and/or failure and/or other quality characteristics are not counted in the calculation of the final GPA.
- 2.5 Students wishing to improve their grades in a course in which they received a grade of at least 5, may repeat the course only once. The analytic grade record will contain both grades, but for the calculation of the final grade the more recent grade will count. If the most recent grade is under 5, then the grade is counted as 5.
- 2.6 When a course is repeated, (necessarily or to improve grades) and the number of ECTS allocated for the course has changed, the number of ECTS to be used will be the most recent.
- 2.7 An incomplete grade is given only in exceptional cases (e.g. proven medical or personal reasons). The procedure for incomplete grades is as follows:
- 2.7.1 The professor, with the approval of the Department Chairman, informs the Graduate School in writing.
 - 2.7.2 A date is given for completion of the course requirements, which cannot be later than the end of the next semester.

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- 2.7.3 If the student has not completed the course requirements prior to the end of the next semester, the grade is automatically converted to zero.
- 2.8 The grading of a diploma dissertation or thesis which takes two or more semesters to complete, is as follows:
- At the end of each semester and within the deadline set by the Academic affairs and Student Welfare Service, the supervising professor submits the student's grade in the electronic system (Success or Failure). The final grade for the dissertation is delivered within the deadline set for all courses and is filed in the last semester of its preparation. Master level dissertations are calculated qualitatively as Excellent, Very Good, Good, and Failure. The doctoral dissertation is graded as Success or Failure.
- 2.9 The analytical grades for all courses, as well as any possible failures, withdrawals, recognitions, or exemptions from courses, are recorded in the student's final analytical grade records. The grade average for each course in ECTS numbers is contained in the Department's Prospectus and the analytical grade records. In addition, all graduates receive a free Diploma Supplement in English language.
- 2.10 In case of failure in a compulsory course, the student must repeat the course. In case of failure in an optional course, the student may repeat it or replace it with a different optional course.
- 2.11 Students are entitled to ask for clarifications from the professor regarding matters of their final grades. If the professor refuses to discuss the matter with the student, the student has the right to ask for them from the Department Chairman.
- 2.12 The final grade is entered by the professors into the electronic system by the date specified by the Academic Affairs and Student Welfare Service.
- 2.13 The Senate ratifies the graduates' grades and the awarding of the degree.

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3. POSTPONEMENT OF STUDIES BEFORE BEGINNING OF SEMESTER

- 3.1 Any student may apply to postpone their studies for one or two semesters. The total period of postponement cannot exceed two semesters.
- 3.2 An application for postponement, documented and accompanied by all supporting documents, is submitted to the Department Board before the beginning of the requested period.
- 3.3 The Department Board examines the application and decides by simple majority whether or not to approve it.
- 3.4 The Department Chairman informs the student in writing of the decision of the Department Board. The decision is communicated to the Head of the Graduate School.
- 3.5 The procedure for granting a postponement must be completed by the end of the first week of classes, so that the students do not take up places in the courses and the Graduate School is able to be informed in good time in order to remove the courses from the students before the week of adding/dropping courses
- 3.6 A semester during which a student has postponed his/her studies is not counted as study time.

4. TEMPORARY INTERRUPTION OF STUDIES MID-SEMESTER

- 4.1 A student may apply for Temporary Interruption of studies during the semester when there are serious medical reasons. The student applies to the Department, with notification to the Graduate School for approval. The Senate authorises the Dean of the Graduate School to approve requests.

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4.2 Studies may be interrupted for up to 2 semesters and then the case is re-examined by the Graduate School. A semester where a student's studies have been interrupted is not counted as part of their studies.

4.3 MATERNITY – PATERNITY

Students may apply for maternity or paternity leave respectively, up to one year for mothers and up to one semester for fathers.

Students may apply for maternity or paternity leave with a medical certificate stating the estimated date of delivery. This is examined by the Department Board. The Chairman informs the student in writing of the Board's decision which is also communicated to the Graduate School.

The leave is not counted in the total years of study.

5. REMOVAL OF STUDENTS FROM STUDENTS' REGISTER

Students' names are removed from the Students' Register if they are unable to complete the requirements of the study programme over the maximum length of studies provided in the Rules.

6. EXCHANGES OF POSTGRADUATE STUDENTS

6.1 A basic condition for the exchange of students of the University of Cyprus with students of universities abroad is the existence of protocols of cooperation, which are approved by the Senate, between the concerned departments of the University of Cyprus and the other universities.

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- 6.2 Students interested in taking part in exchange programmes may attend courses at the other university and/or write part of their dissertation.
- 6.3 Any student wishing to take part in an exchange programme is examined separately by the Department Board after a documented recommendation by the Coordinator of the postgraduate study programme.
- 6.4 The final list of students who will participate in exchange programmes is approved by the Department Board and notified to the students concerned, the Dean of the Graduate School and the Dean of the student's School, no later than six weeks before the end of the semester before the exchange. The Dean of the Graduate School also receives the work schedule of the student at the other university, the corresponding internal credits for the student and the length of the proposed stay abroad.
- 6.5 A Master level postgraduate student may attend courses and/or write part of their dissertation at another university provided that this will not exceed 1/3 of their total programme.
- 6.6 Doctoral students may carry out part of their research work at another university with the approval of their Research Supervisor and the Department Board.
- 6.7 The Dissertation may be assessed jointly by professors from other universities or equivalent establishments and UCY.
- 6.8 The courses followed by students at the other establishment will be credited as pass or fail and not with a grade.
- 6.9 The results of the courses must be given in good time to the students by the other establishment so that they are able to graduate.

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1. CATEGORIES OF PROGRAMMES

1.1 The University of Cyprus offers postgraduate programmes at Master and Doctoral levels. These programmes can be offered:

1.1.1 By each UCY Department separately.

1.1.2 By two or more Departments of the University with the consent of the concerned Departments and Schools.

1.1.3 In cooperation with other universities.

The special provisions for inter-university programmes of study are contained in separate rules (see **Section 1** of these Rules).

1.2 A Master programme may be offered:

1.2.1 Without a Dissertation.

1.2.2 With a Dissertation.

2. STUDIES

2.1 Each semester students enrols for courses according to the requirements of their programme of study. In a particular semester students may enrol in courses representing up to 40 ECTS.

2.2 An increased work load of up to 42 ECTS may be permitted in a particular semester, if there are special reasons for this. In order to enrol for an increased load from 40 to 42 ECTS, the approval of the department Chairman is required.

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2.3 The Vice-Rector of Academic Affairs may exceptionally approve up to 45 ECTS following the documented suggestion in writing of the Department Chairman. Requests for over 45 ECTS which are approved by the Department Chairman and the Vice-Rector for Academic Affairs, will be submitted to the Senate for final approval.

2.4 Postgraduate students are considered to be attending fulltime in a particular semester, if their total workload in that semester is at least 18 ECTS.

3. POSTGRADUATE DEGREES

3.1 Postgraduate Master programmes lead to the awarding of a title of “Magister Artium/Scientiae/Master in Engineering”.

3.2 Doctoral level programmes lead to the awarding of a PhD.

3.3 Grades are not included in Postgraduate Diplomas.

3.4 The awarding of Master Diplomas is approved by the Department Board.

3.5 The awarding of a PhD is approved by the Senate.

3.6 In addition to the basic postgraduate degrees, the University of Cyprus may grant a Postgraduate Diploma following attendance at a programme of postgraduate education.

4. LENGTH OF STUDIES

4.1 The minimum length of a Master postgraduate programme is three (3) semesters and the maximum permitted time for completing it is eight (8) semesters. Any postponement or interruption of studies is not included in the eight (8) semesters.

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- 4.2 The minimum length of a postgraduate programme which leads to the awarding of a PhD is six (6) semesters and the maximum permitted time for completing it is 16 (16) semesters. Any postponement or interruption of studies is not included in the sixteen (16) semesters.

5. INTERNAL DEPARTMENTAL RULES AND DEPARTMENTAL POSTGRADUATE STUDIES COMMITTEE

- 5.1 Each Department may regulate with specific internal rules, which shall not contravene the general rules of UCY, the criteria and enrolment procedures for new students, the requirements of the postgraduate study programmes, including the number of ECTS which must be obtained by the students, as well as any other criteria for obtaining a particular degree, the manner of establishing and operation of the postgraduate departmental committee, the appointment of academic and Research Supervisors, the procedure for the writing and evaluation of Master dissertations, the procedure for taking and evaluation of the comprehensive examination, etc.
- 5.2 The postgraduate programmes of each department are supervised by a three-member Postgraduate Programmes Committee, which has a two-year term of office. The committee is elected by the Department's Board, which sees to the rotation of its members on the Committee members of the faculty of the Department who are serving as Professors, Associate Professors, Assistant Professor or Lecturer.
- 5.3 The Committee is chaired by the Coordinator of Postgraduate Programmes. The Coordinator and the other members of the Committee are appointed by the Department Board.
- 5.4 The inter-departmental programmes are supervised by all the members of the Committees of each Department. Entrants are allocated among the Departments concerned by this expanded Committee.

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6. ADMISSION INTO POSTGRADUATE PROGRAMMES

- 6.1 Places for Postgraduate Students are announced separately for each specific Master or Doctoral Programme.
- 6.2 Admission into a postgraduate programme (Master or Doctoral) takes place only after the approved places have been announced.
- 6.3 Persons with a recognised university degree have a right to apply. In addition, persons who are expected by the end of the week before the week of registrations to have obtained a recognised university degree or certificate of graduation, may also apply.
- 6.4 The place of a student who has not submitted all his/her required certificates by the end of the week before registration week, is declared null and offered to the first runner-up, if the specific programme has a list of runners-up.
- 6.5 The admission procedure is as follows:
 - 6.5.1 Applications are submitted to the Department's Postgraduate Programmes Committee which examines them. The Committee's recommendations are submitted to the Department's Board for approval. The Department Chairman informs the Dean of the School the Rector's Council and the Postgraduate Studies School regarding the students who have been accepted. If the Department Board decides to offer more places than the number announced, the approval of the Postgraduate Studies School and the Rector's Council is sought.
 - 6.5.2 The Postgraduate Departmental Committee may assign to other subcommittees made up of members of the department's faculty, to examine the candidates' applications for admission to the Department.
 - 6.5.3 The minimum criteria for evaluating candidates are:
 - (i) Academic background in the appropriate discipline and grades in other related degrees;

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- (ii) At least two letters of recommendation;
- (iii) Personal interview (if provided by the Department's internal rules);
- (iv) Written examination (if provided by the department's internal rules);
- (v) Submission of a preliminary research proposal for admission to a PhD programme (if provided by the department's internal rules).

6.5.4 The department may set other criteria in addition to those mentioned in paragraph 6.5.3 if provided by the department's internal rules or the postgraduate study programme.

6.5.5 Changes in a postgraduate programme or level of study within the students' Department, may take place after completion of the first year of study following a decision by the Department's Board and with the approval of the Graduate School Council, without the need for students to reapply for admission to the Department. The Graduate School examines on a case by case basis the number of courses that might be accredited to the student at the suggestion of the Department's Board.

The minimum and maximum length of study for postgraduate students is regulated by the Study Rules.

6.5.6 A postgraduate student who is removed from the University of Cyprus or whose studies are terminated, may ex officio reapply for a place when vacancies are announced and be re-admitted to UCY.

The Graduate School examines on a case by case basis the number of courses that could be accredited to the student from his/her earlier studies, at the recommendation of the Department Board.

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The maximum length of additional studies for students re-registering for a Master programme is eight semesters and for doctoral programmes it is sixteen.

- 6.5.7 For each delayed registration by a postgraduate student for a course in the academic semester a fine of €50 is imposed per course. The fine is deposited with the Student Welfare Fund.

7. ACADEMIC AND RESEARCH SUPERVISOR

- 7.1 The Department appoints an Academic Advisor for each newly registered postgraduate student.
- 7.2 For the writing of a dissertation a Research Supervisor is required. The Advisor is appointed by the Department Board together with the student and the proposed Advisor. The Research Supervisor monitors the student's research and other work and offers the necessary guidance.
- 7.3 In cases where the subject of the dissertation of a PhD student is of an inter-departmental nature, it is possible, with the approval of the Dean of the Graduate School, for two Research Supervisors to be appointed for the student from different Departments.
- 7.4 The appointment of two Research Supervisors for a doctoral student from the same Department is permitted, provided that one of the Research advisers is appointed as the main supervisor.
- 7.5 Should the Research Supervisor of a postgraduate student leave UCY, he/she may (if he/she so wishes) maintain supervision with the Department's consent. In such a case, a co-supervisor, who is a professor at UCY, is appointed.

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- 7.6 Should the Research Supervisor of a postgraduate student retire from UCY, another Research Supervisor may be appointed for the student, at the responsibility of the Department and in cooperation with the student. In the case of a doctoral student who has passed a comprehensive examination, the Research Supervisor may remain, provided that a co-advisor has been appointed by the Department in cooperation with the student.
- 7.7 Emeritus Professors of UCY maintain the rights of active professors for the purposes of supervising and overseeing dissertations.
- 7.8 Requests for the supervision of doctoral dissertations and diploma theses by faculty members who are on Sabbatical or unpaid leave, are examined exclusively by the Department Boards.
- 7.9 Each faculty member of the University of Cyprus, may at the same time supervise up to ten (10) PhD students unless the departmental rules of postgraduate studies set a different limit.

8. REQUIREMENTS OF MASTERS' PROGRAMMES

- 8.1 The total work load of Master postgraduate programmes varies from 90 to 120 ECTS, where one ECTS unit represents 25-30 hours of work by the student. An exception to the number of units could be made for Master programmes with a vocational orientation. In this case, the total number of units may be 75, and the programme may be completed in one calendar year. Master programmes may be more than 120 ECTS units only if they include practical exercise.
- 8.2 The following are required in order to obtain a Master Degree:
- 8.2.1 Attendance for at least three semesters. Maximum length of study is eight semesters.

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- 8.2.2 The successful completion of 90-120 ECTS units (75 for vocational programmes in case of practical exercise) as provided in the programme of study and the department's internal rules. If the programme includes the writing of a Dissertation, the workload allocated to the Dissertation must not exceed half of the total workload of the programme. The Masters' Dissertation must constitute a considerable contribution to science.

One of the programme's courses could be an undergraduate course of any Department, which must be at an advanced level and will count towards completion of the required ECTS units of the postgraduate programme. Provided that the units for each course are recognised only once.

- 8.2.3 There are two kinds of courses: compulsory, and optional from a limited set of choices specified by the Department, from which students may select courses.

- 8.2.4 To a student who has successfully completed courses in the framework of another postgraduate programme, may be accredited up to 24 ECTS units, on condition that the units accredited will not correspond to more than 2 courses.

- 8.2.5 A Dissertation written in the framework of another postgraduate programme does not exempt the student from a possible obligation to write a Dissertation for the student's own programme.

- 8.2.6 Other criteria to be set by the Department, which will be included in the programme of study.

- 8.3 Through special internal rules, the Department regulates the way that Master dissertations are prepared and evaluated, and also decides their minimum and maximum length, if it should so wish. Master Dissertations are graded with the qualitative characteristics Excellent, Very Good, Good, and Fail.

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- 8.4 Should a student's Dissertation be rejected, the student is allowed to resubmit the Dissertation one more time. The Department is responsible for determining the procedures for such a situation. It is provided that the Dissertation must be re-submitted within eight (8) semesters, which is the maximum length of attendance for a Master postgraduate student.

9. EX OFFICIO TERMINATION OF THE STUDIES OF A MASTER STUDENT

The studies of a Master level postgraduate student are terminated ex officio, without awarding a Master degree to that student, if:

- 9.1 After completing eight semesters of attendance, the student has not fully met the requirements of the programme of study that the student was attending.

It is provided that semesters during which the studies were postponed or suspended, are not counted in the eight semesters.

- 9.2 The writing of a Postgraduate Dissertation is a requirement of the study programme attended by the student, and the student has failed to defend the Dissertation successfully for a second time.

- 9.3 The student has not enrolled for courses for two successive semesters and written attempts by the University to communicate with the student failed. In such a case, a decision by the Department's Board is required as well as the approval of the Dean of the Graduate School.

10. REQUIREMENTS OF DOCTORAL PROGRAMME

- 10.1 Doctoral programmes consist of 240 ECTS of which at least 60 relate to the teaching part of the programme and at least 120 relate to the purely research part. The remaining workload relates to the comprehensive examination, the preparation and presentation of the research proposal and the writing of the Doctoral Dissertation.

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10.2 A doctoral student who in a given semester is at the research stage or the stage of writing the Doctoral Dissertation, is considered for that semester to have a workload equivalent to 30 ECTS. The student must register in one of these stages.

10.3 The following are required for obtaining a PhD:

10.3.1 Successful completion of at least 60 ECTS in postgraduate courses. If the student holds a Master degree or equivalent, he/she is wholly or partially exempt from this requirement.

10.3.2 The required courses for Doctoral programmes may include up to two undergraduate courses from any Department.

10.3.3 Success in a comprehensive examination from the third until the seventh semester of studies. The nature and procedure for conducting and evaluating the comprehensive examination are regulated by the programme of study of the student's own Department and in the special rules which might have been established.

10.3.3.1 The Department is responsible for planning the comprehensive examinations.

It is provided that the Department must offer the possibility of a comprehensive examination at least once in the academic year, so that each student will have had two opportunities by the seventh semester of studies.

10.3.3.2 The competent Committee for Postgraduate Programmes is responsible for coordination the comprehensive examination in the various subjects.

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- 10.3.3.3 The contents of the comprehensive examination are specified in the programmes of study and the specific syllabus of the comprehensive examination is announced by the Postgraduate Programmes Committee.
 - 10.3.3.4 In the case of an oral examination, each examination committee must consist of more than one person and detailed minutes.
 - 10.3.3.5 The written comprehensive examinations are governed by paragraph 1.11 of the General Postgraduate Study Rules.
 - 10.3.3.6 The comprehensive examination is graded as Success or Failure.
 - 10.3.3.7 Incomplete grades are not given for the comprehensive examination.
- 10.3.4 Presentation of proposal for Doctoral Dissertation. The proposal is made two to four semesters after success in the comprehensive examination. The three-member committee is set up by the Department Board following suggestions by the Department's Postgraduate Programmes Committee and the student's Research Supervisor, who chairs the committee which is made up of:
- 10.3.4.1 The student's Research Supervisor (Chairperson)
 - 10.3.4.2 A member of the Department's faculty
 - 10.3.4.3 A member of the faculty of the Department or from another University Department with a similar subject or from another university or research centre.
 - 10.3.4.4 Faculty members who participate in the Committee may be serving at any academic rank provided that at least one faculty member is serving at the rank of Associate Professor or Professor.

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10.3.4.5 Incomplete is not given for the proposal. The proposal for a Doctoral Dissertation is graded Success or Failure. Each student has two opportunities to present a proposal.

10.3.5 Writing of original Dissertation which contributes significantly to the subject of study.

The quality of Doctoral Dissertations is achieved by satisfying basic conditions (see **Section II** of these Rules).

10.3.6 The submission of a Doctoral Dissertation and the subsequent public presentation of the dissertation may be completed at the earliest during the sixth semester following the student's admission into the Doctoral Programme.

10.3.7 Defence of Dissertation before a five-member Examining Committee. This Board is set up by the department's Board at the suggestion of the Department's Postgraduate Programmes Committee and the student's Research Supervisor, who chairs the committee which is made up of:

10.3.7.1 Three members of the Department's faculty, one of which is always the Student's Research Supervisor

10.3.7.2 One member from another University or university level Research Centre.

10.3.7.3 A member of the faculty of the Department or from another University Department with a similar subject or from another university or university level research centre.

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- 10.3.7.4 Faculty members who participate in the Committee may be serving at any academic rank provided that at least one faculty member is serving at the rank of Associate Professor or Professor.
- 10.3.8 The Chair of the Examining Committee is a member of the Department's faculty but not the Research Supervisor.
- 10.3.9 The Department's faculty members who participate in the five-member Examining Committee must be serving at the following levels: Professor, Associate Professor, Assistant Professor or Lecturer. UCY Emeritus Professors may participate on the Boards.
- 10.3.10 Faculty members who participate in the Committee may be serving at any academic rank provided that at least one faculty member is serving at the rank of Associate Professor or Professor.
- 10.3.11 The participation of members of Special Educational Staff, Special Scientists or other staff holding a PhD as internal members in the five-member Board is not permitted.
- 10.3.12 It is permitted to replace an internal member of the Examining Committee with a Visiting Professor to the Department who is an expert in the subject matter of the Dissertation.
- 10.3.13 The external members of the Board must have specialisms directly linked to the subject of the student's dissertation.
- 10.3.14 Any potential conflict of interests between the student and his/her external assessors must be avoided.
- 10.3.15 The external members of the Boards must be serving as faculty in another university in Cyprus or abroad or at a university level research centre.

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- 10.3.16 The participation of external members who are not serving in organic positions as faculty at a university, is permitted, provided that these members are active in research in the subject of the PhD student as this can be documented by recent publications, participation in research programmes, etc. Such members may participate only with the approval of the Dean of the Graduate School following the submission of a fully documented request by the student's Research Supervisor through the Department's Board.
- 10.3.17 The procedure for defending a Doctoral Dissertation contains three stages:
- 10.3.17.1 Presentation of the Doctoral Dissertation at an open lecture.
 - 10.3.17.2 Discussion of the Dissertation with the Board members.
 - 10.3.17.3 Meeting of the Board to make their final recommendation.
- 10.3.18 After the defence of the Dissertation, the Board submits to the Department Chairman in writing a documented recommendation with possible suggestions for the PhD student. The Chairman forwards the Board's recommendation to the senate for approval through the Dean of the Postgraduate School.

If the Examining Committee's recommendation is not unanimous, the Senate may refer it back to the Department and ask the Department's Board to appoint two (2) other external jury members to give their views on the dissertation. The recommendations of these two (2) new members are submitted to the Department Chairman who forwards them to the Department's Board and then to the Senate for final approval.

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- 10.3.19 If the Examining Committee makes suggestions for changes or improvements, the final approval of the Senate for awarding the degree is given, after the Research Supervisor has given written confirmation that the recommendations of the Examining Committee have been implemented.
- 10.3.20 In case of rejection of the Doctoral Dissertation, the Examining Committee may ask for the procedure to be repeated once more. The conditions for re-submission are specified in writing by the Examining Committee. It is provided that the dissertation must be re-submitted within eight (8) academic years (sixteen semesters) which is the maximum length of study for a doctoral student.
- 10.3.21 The Department Chairman forwards the Examining Committee's report to the Dean of the Graduate School together with the other supporting documents, the Supporting Documents Submission Form, the Receipt of Submission of the Doctoral Dissertation to the UCY Library and one copy of the dissertation. An abstract of the dissertation is presented to the senate room when the Committee's report is being discussed. After checking that all required documents have been submitted and that the correct procedure has been followed, the Dean of the Graduate School forwards them to the Rector's Council for initial approval. The Rector's Council then submits to the Senate a summary proposal for final approval of the awarding of a PhD, which includes the recommendation of the Examining Committee. The Rector's Council informs the Senate of any possible particularities.
- 10.4 Master degrees may be awarded to PhD level students who for special reasons either interrupt their studies at the doctoral level or do not complete the requirements of the doctoral programme, provided that they meet all the requirements of the Department for the awarding of a Master Degree.
- 10.5 The total amount of time for obtaining a Doctoral Degree cannot exceed eight (8) academic years.

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11. EX OFFICIO TERMINATION OF STUDIES OF DOCTORAL STUDENT

The studies of a doctoral student who has not fully satisfied the requirements of the programme of study which he/she is attending, is terminated ex officio, without the award of a PhD, if:

11.1 the student has completed a total of sixteen semesters of studies;

Provided that semesters during which the student's studies were suspended, are not in the sixteen semesters.

11.2 The student has completed seven semesters of studies and has failed the comprehensive examination provided by the programme of study.

Provided that semesters during which the student's studies were suspended, are not in the seven semesters.

11.3 The student has failed for a second time to defend the Doctoral Dissertation.

11.4 He/she has had two failures at the research or writing stage. In such a case, a decision is required by the Department Board and the approval of the Dean of the School of Postgraduate Studies.

11.5 He/she has not enrolled for courses for two successive semesters and attempts by the University to contact them have failed. In such a case, a decision is required by the Department Board and the approval of the Dean of the School of Postgraduate Studies.

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12. ENROLMENT IN POSTGRADUATE COURSES BY UNDERGRADUATES

Postgraduate courses differ from undergraduate ones as to the level and the code. In exceptional cases, and with the approval of the Department Board, an undergraduate student may attend up to two postgraduate courses as part of their undergraduate programme of study. It is provided that the ECTS of each course is recognised only once.

13. GRADING OF COURSES WITH PASS/FAIL

In postgraduate programmes of study courses can be graded as Pass/Fail. These courses are not counted in the students' Grade Point Average (GPA), and cannot exceed 25% of the ECTS of the course excluding the units for the dissertation. All courses are listed in the Postgraduate Prospectus.

14. LANGUAGE OF TEACHING

- 14.1 The languages of teaching of the University are the official languages of the Republic of Cyprus, namely Greek and Turkish. Teaching in another language is permitted only in the cases provided for in the following paragraphs of this article:
- 14.1.1 The University may, upon the recommendation of the relevant Faculty and upon the decision of the Senate, to offer some of the postgraduate programmes offered in one of the teaching languages of the University and in other languages.
 - 14.1.2 The Senate may decide, upon a recommendation from the relevant Faculty, to offer a postgraduate programme in a language other than the official languages of the Republic without offering it in one of the official languages. The postgraduate programmes requires to be approved by the University Council.
 - 14.1.3 The University may by the decision of the Senate, offer in any language inter-university programmes.

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- 14.1.4 By decision of the relevant Department, the text of a postgraduate dissertation (Master or PhD) may be written in other languages from the official languages of the Republic. In this case the abstract is also given in one of the official languages of the University.
- 14.1.5 The international students of the University who attend a programme offered in a language other than the official languages of the Republic of Cyprus, are required to attend during their studies in the University, at least one course in “Greek language and Civilization”.

15. DISCIPLINARY CONTROL

The Disciplinary Rules which apply to undergraduates also apply to postgraduate students (see Section III of these Rules).

16. POSTGRADUATE STUDENTS WHO WORK AT THE UNIVERSITY OF CYPRUS

For Postgraduate Assistants or others working at UCY who enrol in postgraduate programmes of study, the Same Rules apply as for other postgraduate students and their admission is governed by the same procedure.

17. TUITION FEES

17.1 AMOUNT OF POSTGRADUATE FEES

Fees for postgraduate studies are fixed by a decision of the Council of Ministers. From academic year 2013/2014 up to and including academic year 2016/2017, the Council of Ministers decided to reduce the fees below by 20% per semester/instalment of the fees of postgraduate programmes of study. The

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reduction does not apply to self-funded programmes of study whose fees remain as below. The 20% reduction is not included in the amounts below.

17.1.1 Doctoral Level

17.1.1.1 Holders of a postgraduate Master degree – total fees €4,000

17.1.1.2 Non-holders of Master degree – total fees €6,500, provided that students complete the requirements of their programme of study and obtain their PhD in six academic years (12 semesters). Each year of study after the 6 academic years, with a maximum length of studies being 8 academic years (16 semesters) is charged with fees at €1250 for each academic year (€625 per semester). (The maximum fees charged are €9,000).

17.1.1.3 To the fees of the Doctoral Programme of Clinical Psychology is added a clinical practicum fee, amounting to €1,000 which is used for hiring supervision services from registered professional psychologists.

17.1.2 Master level

17.1.2.1 Master Programmes: €5,125

17.1.2.2 MBA: €10,250

17.1.2.3 Master in Petroleum Engineering: €8,000

17.1.2.4 TIME MBE: €10,000

17.1.2.5 To the fees of the Applied Programme of School Psychology of the Department of Psychology a clinical practicum fee is added,

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amounting to €1,000 which is used for hiring supervision services from registered professional psychologists

17.1.2.6 Master in Human Resource Management: €7.500.

17.1.2.7 Master in Intelligent Critical Infrastructure Systems: €6.500.

17.2 DEADLINES FOR PREPAYMENT AND FULL PAYMENT OF FEES (PER SEMESTER) (Excluding MBA, TIME MBE, Petroleum Engineering and Human Resource Management)

Fees must be paid as follows:

17.2.1 Master Programmes:

- First Semester: together with the submission of the Registration Form (Personal Details) an amount of €500 is paid. This amount is non-refundable if the student leaves UCY or does not enrol in courses. Prior to the student's enrolment in the courses an amount of €700 is paid, and before the examination period of the semester an additional amount of €700 is paid.

If a Master students leaves the University up to the 4th week after classes commence, the amount of €700 paid prior to enrolment is refunded. If a student leaves the University after the 4th week, any fees paid are not refunded.

- Second semester: before enrolment for courses €700 are paid and prior to the examination period an amount of €700 is paid.

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- Third Semester: before enrolment for courses €700 are paid and prior to the examination period an amount of €1,125 is paid.
- For all delayed enrolments of students for courses within the semester, a fine of €50 per course is imposed. This amount is deposited in the Students' Welfare Association.
- The University may cancel a student's enrolment for courses if it finds that the student has not paid the amount of fees required prior to enrolment.

17.2.2 Doctoral Level:

17.2.2.1 Postgraduate PhD students Holders of Master Degree

Total fees €4,000

Fees are payable as follows:

- First Semester: together with the submission of the Registration Form (Personal Details) an amount of €500 is paid. This amount is non-refundable if the student leaves UCY or does not enrol in courses. Prior to the student's enrolment in the courses an amount of 500 is paid.

If a Master students leaves the University up to the 4th week after classes commence, the amount of €500 paid prior to enrolment is refunded. If a student leaves the University after the 4th week, any fees paid are not refunded.

- Second semester: before enrolment for courses €600 is paid.
- Third Semester: before enrolment for courses €600 is paid.

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- Fourth Semester: before enrolment for courses €600 is paid.
- Fifth Semester: before enrolment for courses €600 is paid.
- Sixth Semester: before enrolment for courses €600 is paid.

- For all delayed enrolments of students for courses within the semester, a fine of €50 per course is imposed. This amount is deposited in the Students' Welfare Association.

- The University may cancel a student's enrolment for courses if it finds that the student has not paid the amount of fees required prior to enrolment.

17.2.2.2 PhD Students Non-Holders of Master Degree

- A total amount of €6,500 in fees provided that the student completes the requirements of the programme of study and obtains a PhD in six academic years (12 semesters). If a student completes the requirements of the programme and obtains a PhD in fewer than six academic years (12 semesters) the students must pay off the amount due of €6,500.

- Each academic year of study, over six academic years (12 semesters) corresponds to the payment of €1,250 in fees for each academic year (€625 per semester).

- If a student completes the requirements of the programme of study and obtains a PhD in 7 academic years (14 semesters) the fees paid are €7,750.

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- If a student completes the requirements of the programme of study and obtains a PhD in 8 academic years (16 semesters) the fees paid are €9,000.

Fees must be paid as follows:

- First Semester: together with the submission of the Registration Form (Personal Details) an amount of €500 is paid. This amount is non-refundable if the student leaves UCY or does not enrol in courses. Prior to the student's enrolment in the courses an amount of €600 is paid.

If a Master students leaves the University up to the 4th week after classes commence, the amount of €500 paid prior to enrolment is refunded. If a student leaves the University after the 4th week, any fees paid are not refunded.

- Second semester: before enrolment for courses €600 is paid.
- Third Semester: before enrolment for courses €600 is paid.
- Fourth Semester: before enrolment for courses €600 is paid.
- Fifth Semester: before enrolment for courses €600 is paid.
- Sixth Semester: before enrolment for courses €600 is paid.
- Seventh Semester: before enrolment for courses €600 is paid.
- Eighth Semester: before enrolment for courses €600 is paid.
- Ninth Semester: before enrolment for courses €600 is paid.

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- Tenth Semester: before enrolment for courses €600 is paid.
- For all delayed enrolments of students for courses within the semester, a fine of €50 per course is imposed. This amount is deposited in the Students' Welfare Association.
- The University may cancel a student's enrolment for courses if it finds that the student has not paid the amount of fees required prior to enrolment.

17.2.3 Students who have not paid all fees by the specified deadline in their graduation year will not have a right to take part in the Graduation Ceremony and receive their diploma.

17.2.4 UCY students attending courses abroad through the Erasmus programme or other exchange agreement pay the corresponding fees to the University of Cyprus.

17.2.5 The policy of charging postgraduate fees for degrees obtained through inter-university agreements is fixed through each agreement between the University of Cyprus and the cooperating educational establishments.

17.3 DEADLINES FOR PREPAYMENT AND PAYMENT IN FULL (PER TWO-MONTH PERIOD) OF FEES FOR THE MBA PROGRAMME

17.3.1 Students are requested to confirm their acceptance in the programme and to complete the payment of the non-refundable deposit of € 550.

17.3.2 The rest of the fees are paid every two months and per course prior to registration, as follows:

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- 3.5 or 4.0 ECTS courses.: €550
- 2.0 ECTS courses: €275
- Professional study (last two months): €350

For each delayed registration for a course within a two month period, a fine of €50 is imposed.

17.3.3 In case of failure, the fees for the corresponding courses will be paid again.

17.4 DEADLINES FOR PREPAYMENT AND PAYMENT IN FULL (PER TWO-MONTH PERIOD) OF FEES FOR THE PETROLEUM ENGINEERING PROGRAMME

17.4.1 When registering, students must pay the amount of €1,000. Fifty per cent (50%) of the down payment (€500) is not returned if the student should leave the programme.

17.4.2 The rest of the fees are paid as follows:

- First semester: before enrolment for courses €2,000 is paid
- Second semester: before enrolment for courses €3,000 is paid and before the exam period, €2,000 is paid.

17.5 DEADLINES FOR PREPAYMENT AND PAYMENT IN FULL (PER TWO-MONTH PERIOD) OF FEES FOR THE TIME MBE PROGRAMME

17.5.1 Upon registration students must pre-pay the amount of €500 (non-refundable) in a period of four weeks from receiving a letter/message offering them a place in the programme

17.5.2 First instalment €3,150 up to the date the first semester begins

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- 17.5.3 Second instalment €3,150 up to the date the second semester begins
- 17.5.4 Third and final instalment of €3,200 up to the date the third semester begins.
- 17.5.5 If any partial scholarships are granted in connection with the fees, payments will be as follows::
- Down-payment of €500
 - The remaining amount in 3 equal instalments up to the date the third semester begins.

17.6 DEADLINES FOR PREPAYMENT AND PAYMENT IN FULL OF FEES FOR THE HUMAN RESOURCE MANAGEMENT PROGRAMME

- 17.6.1 Upon offered a place must pre-pay the amount of €500 (non-refundable).
- 17.6.2 The rest of the fees are paid per course prior to registration as follows:
- 9 ECTS Courses: €680
 - 6 ECTS Courses: €450
 - 3 ECTS Courses: €220
 - 1 ECTS Courses: €90
 - Master Thesis I: €440
 - Master Thesis II: €220
 - Master Thesis III: €220
 - Continuation in Master Thesis: free of charge
- 17.6.3 The students attending the master program in Human Resource Management will be eligible to unenroll from any course, after their attendance on the 28% of the total hours required to complete the course. The course fees will be returned only to the students who unenroll from the course within the deadline announced.

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At the beginning of the semester, the Department decides which courses will carry a fee.

Total Tuition Fees for the postgraduate programme in Human Resource Management are €7.500.

17.6.4 In case of repetition of a course due to failure, the tuition fees for the respective courses will be paid again.

17.6.5 In case of repetition of a course for the purpose of improving the grade, the tuition fees for the respective courses will be paid again.

17.7 **DEADLINES FOR PREPAYMENT AND PAYMENT IN FULL OF FEES FOR THE MSc IN INTELLIGENT CRITICAL INFRASTRUCTURE SYSTEMS PROGRAMME**

17.7.1 Upon offered a place must pre-pay the amount of €500 (non-refundable).

First semester: €1000 prior to registration and €1000 before the end of the exams period

Second semester: €1000 prior to registration and €1000 before the end of the exams period

Third semester: €1000 prior to registration and €1000 before the end of the exams period

Total Tuition Fees for the postgraduate programme in Intelligent Critical Infrastructure Systems are €6.500.

17.8 **EXEMPTION FROM PAYING FEES**

17.8.1 Exchange students, in the framework of the Erasmus programme or bilateral agreements between UCY and other universities, do not pay fees for postgraduate programmes attended at UCY.

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17.8.2 Students employed by UCY as Postgraduate Assistants are entitled to full exemption from fees for the entirety of the semester of studies, pursuant to the Regulations.

17.8.2.1 Students who do not hold posts as Postgraduate Assistants on the date of enrolment, but who are employed at a later date, or whose employment is terminated prior to the semester of their studies, are entitled to exemption from their postgraduate fees according to the length of time during which they were employed by UCY as Postgraduate Assistants.

17.8.2.2 Employment which begins or ends on the 15th day of the month is considered to have begun on the 1st day of that month or ends on the last day of the month respectively. Employment which begins or ends after the 15th of the month is considered to begin on the 1st day of the next month or ends on the last day of the same month respectively.

17.9 COVER OF FEES

The fees of postgraduate students employed as fulltime researchers in UCY Research Programmes whose academic performance is judged to be satisfactory, will be covered as an additional subsidy for internal programmes or co-funding for external programmes.

17.10 RE-ENROLMENT OF STUDENTS AT THE UNIVERSITY OF CYPRUS FOLLOWING THEIR EXPULSION/TERMINATION OF STUDIES

17.10.1 For postgraduate Master or Doctoral students who leave or are expelled or whose studies are terminated ex officio and who later re-enrol through a new admission to the same programme of study, half the amount (50%) of the fees they had paid prior to leaving will be credited/transferred to their new course of study.

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The number of ECTS which will be accredited to the students will be approved by the Graduate School following a recommendation by the Department Board.

The down-payment of fees paid by UCY students to the University is not refunded.

The maximum length of additional studies for students re-entering a Master programme is eight semesters and for PhD students it is sixteen.

17.11 CHANGE OF PROGRAMME OF STUDY/LEVEL OF STUDIES

Postgraduate students transferring from a programme of one Department and re-enrolling in a different programme of another Department are credited/have transferred to the new programme half the amount (50%) of the fees paid to the initial programme. Transfers between programmes within the same Department are excluded from this limit.

The down payment of fees by students to UCY prior to admission is non-refundable. Students changing programmes or levels of study must pay the balance of the fees payable to the programme/level at which they are expected to study. Fees are non-refundable.

I INTER-UNIVERSITY PROGRAMMES OF STUDY

1 GENERAL

- 1.1 An inter-university programme of study takes place between the University of Cyprus and at least one other establishment of higher education in Cyprus or abroad. If the partners are mainly from the EU and/or if the programme comes under a specific EU programme, this programme is an inter-university European cooperation programme. Inter-university programmes of study involving at least two other EU universities, which come under EU programmes, may be conducted in an international language. An inter-university programme of study is expected to have documented added value greater than if conducted as a normal UCY programme.
- 1.2 In inter-university programmes the mobility of professors/students is mandatory. The exception is programmes where the necessity of mobility is abolished, owing to the use of distance-learning instruments and other means for distance teaching of the courses.
- 1.3 In the inter-university programmes, all students must carry out a significant part of their studies in one or more establishments other than their own.

2 COOPERATION PROTOCOL

Cooperation protocols are required for inter-university programmes between UCY and other establishments. This protocol must, inter alia, include the following:

- 2.1 The contents and requirements of the joint programme, with regard to both the purely academic part and the mobility of the students, and possibly the academic

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staff as well. It is provided that the programme must fulfil the provisions of the European Credit Transfer System (ECTS). It is also provided that the programme, as a joint programme, will be mutually recognised by all partners.

- 2.2 The financial aspect of the agreement, which must, among other things, refer to the provisions relating to the payment of fees by the students. It is provided that the University of Cyprus may impose different fees from those provided for the corresponding normal UCY programmes, in order to adjust them to the special circumstances of the inter-university programmes. In cases where the fees that must be paid to UCY are higher than those provided in the corresponding normal programmes of the University, and payment of the additional amounts will be made by the students, the approval of the Council of Ministers is required.
- 2.3 The provisions and arrangements regarding the mutual hospitality offered to the students (and possibly faculty as well) in the cooperating establishments.
- 2.4 The programme's academic diary. It is provided that the University of Cyprus is able, within reason, to implement a different calendar, from the usual one, with regard to the conduct of inter-university programmes in order to be compatible with the cooperating universities and to satisfy any limitations set by the external funder, e.g. the EU, where applicable.
- 2.5 The structure and content of the students' learning agreements.
- 2.6 The degree to be awarded to the students who meet the requirements of the programme if the degree will be a joint degree. It is provided that UCY accepts the awarding of joint degrees, when one single diploma signed by the Rectors of all the establishments involved.
- 2.7 The structure and contents of the Diploma Supplement, which will accompany the degree of all graduates from the programme.

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The cooperation protocol is signed by the Senate, following the recommendation of the Graduate School in connection with the academic aspect of the cooperation, and the recommendation of the International Relations Committee, in connection with the mobility of those participating. If the standard protocol has been adopted, the approval of the International Relations Committee is not required.

3 UNIFIED INTER-UNIVERSITY PROGRAMMES

The articles which follow relate to unified inter-university programmes. Because of the fact that these constitute the par excellence category of inter-university programmes, wherever this is not expressly stated, any reference to an inter-university programme implies a 'unified inter-university programme'.

- 3.1 The signing of a cooperation protocol is also required for the conduct of non-unified inter-university programmes, which, *mutatis mutandis*, covers the points mentioned in the article regarding joint inter-university programmes.
- 3.2 Inter-university programmes are allowed for all courses of study (undergraduate, Master Doctoral).
- 3.3 The general rules for student exchanges contain the provisions relating to the mobility of the students in the framework of the University's regular programmes. These rules do not necessarily apply to the inter-university programmes. The general rule as to the mobility of students in the framework of an inter-university programme, is that the students may fulfil up to 2/3 of the programme's requirements outside UCY. Therefore, at least 1/3 of the programme must take place at the University of Cyprus, and the students must follow a substantive part of their studies in at least one of the other cooperating universities.

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- 3.4 A student following an inter-university PhD programme, may have a second Research Supervisor at one of the cooperating universities, in addition to their Research Supervisor at UCY. It is provided that the student will fulfil a substantive part of the programme, particularly as to the Doctoral Dissertation, at the University of his/her external Supervisor. The external Research Supervisor may also be an external member of the five-member Examination Committee for the student's Dissertation.
- 3.5 If students of UCY who are attending an inter-university programme, have to pay fees outside UCY for the part of their studies that takes place at one of the cooperating universities, they are exempt from paying fees to UCY for that part of the programme.
- 3.6 As to the academic aspect, an inter-university programme must comply with the terms and rules governing the corresponding category of programmes when this is attended in the normal way, *mutatis mutandis*, in connection with the required mobility. In particular, the terms concerning the students' workload (in ECTS units) and their allocation in courses, dissertations etc. If the rules of an inter-university programme, in connection with the academic aspect, are not fully consistent with the specific statutory framework of UCY, any divergences must be approved by the Senate. Approval is a basic condition for implementing the programme.

II. QUALITY ASSURANCE REQUIREMENTS FOR DOCTORAL THESES

A doctoral thesis must satisfy the following basic requirements:

- It must make reference to extensive bibliography and a comprehensive and in depth reference to international research which is relevant to the subject of the dissertation, thus correlating the findings of the dissertation to what has been achieved to date in the relevant scientific field.
- It must make explicit reference to the scientific contribution of the thesis, particularly as regards the advancement of the field on the basis of the research conducted. Consequently, it must make explicit reference to the original aspects of the thesis.
- It must provide an original and significant contribution to scientific knowledge. In other words, a doctoral thesis must have a theoretical foundation and its findings must have an impact within the broader scientific field.
- The scientific contribution and originality of the thesis must be presented briefly but clearly in the abstract and analysed more extensively in the main part of the thesis.

The following conditions apply to the procedures in connection with a doctoral programme:

- Students submit a research proposal in writing, in which they state explicitly what they believe are the original aspects and the scientific contribution of the proposed work. The proposal is evaluated by a three-member committee which submits a structured evaluation report stating both the points regarding which it agrees with the positions expressed and those with which it disagrees. The evaluation report is submitted to the Department Board as a point of information.
- The thesis is submitted only with the approval of the student's Research Supervisor.
- The external members of an Examining Committee for a doctoral thesis (one external member must be from outside UCY and the other from a Department outside the student's own), must come from areas directly related to the subject of the thesis. In addition, any possible conflict of interest between the student and the external evaluators must be avoided.

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- Based on the Internal Postgraduate Rules, the Department may ask each of the members of the five-member Examining Committee, with the exception of the student's Research Supervisor, separately and individually from the others, to submit to the Chair of the Committee a written report with preliminary remarks on the content of the thesis. The independent preliminary reports are then communicated to all other members of the examining Committee prior to the examination of the thesis, and are attached to the Committee's final report as Appendices. The submission of a preliminary report by the Research Supervisor is optional. The members of the committee decide by a majority vote whether the student will be given an opportunity to defend the thesis.
- The Examining Committee's report to the Senate must substantiate its recommendations convincingly. It should be noted that the examining committee does not decide whether a PhD degree should be awarded, but only makes its recommendation to the Senate as to whether or not the degree should be awarded and the Senate makes its decision accordingly. In particular, if the recommendation is for the awarding of a title, the report must analyse the importance and originality of the research conducted as well as the scientific contribution to its field.
- The examining committee's report must also identify any publishable material in the thesis and suggest how this should be published (articles, monograph, etc.). If any publications have already taken place, a list must be attached together with the texts themselves.

Together with the examining committee's report and other supporting documents, the duly filled-in Thesis Submission Form, the Thesis Submission Receipt from the University Library and a hard copy of the thesis are submitted to the Dean of the Graduate School. An abstract of the thesis is presented to the Senate when the Committees' report is being discussed. The Dean of the Graduate school checks that all the supporting documents have been submitted and that the correct procedure has been followed, and then forwards them to the Rector's Council for preliminary approval. The Rector's Council then submits to the Senate a summary proposal, including the recommendation of the examining committee, for final approval regarding the awarding of the PhD. The Rector's Council informs the Senate of any special circumstances regarding the thesis and/or the procedure.

III. DISCIPLINARY RULES FOR STUDENTS

1 GENERAL

1.1 Disciplinary control is exercised primarily by a standing Disciplinary Control Committee with a two-year term of office, appointed by the Senate and ratified by the Council.

1.2 The decisions of the Disciplinary Control Committee are subject to review by the Senate, as a secondary body.

1.3 REFERRAL OF A DISCIPLINARY OFFENCE

A disciplinary offence can be referred to the competent body only following a written complaint to the Disciplinary Control Committee through the officials or collective bodies of the University listed below, or following personal findings by such persons, in the following order:

- (i) Chair of a Department Board
- (ii) Rector of the School of the person concerned or the Board of that School
- (iii) Rector or Vice-Rector of Academic Affairs.

The officer or body of the University through which the written complaints were made or which found the offence, identifies the seriousness of the offence and refers it for appropriate examination.

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2 DISCIPLINARY COMMITTEE

2.1 POWERS

The Disciplinary Committee (DC) tries serious offences at a first level.

The DC informs the Senate of its decisions.

2.2 COMPOSITION

2.2.1 The DC is composed of:

- (i) 8 Faculty members, one from each School
- (ii) Three representatives of the students (2 undergraduates and 1 postgraduate) who are appointed by the University Student Union.
- (iii) The Head of the Academic Affairs and Student Welfare services, who also acts as Secretary of the Committee, without a voting right.

2.2.2 The DC elects a Chairperson and Deputy Chair out of the 8 faculty members. The term of office of the DC is two years.

The Chair of the DC must be a Professor or Associate Professor.

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2.3 OPERATION

- 2.3.1 The DC meets in order to hear complaints submitted to it in writing and is convened by the Chair.
- 2.3.2 The presence of 6 members forms a quorum provided that at least one student representative is present. If a quorum is not formed a new meeting is called where the presence of at least one student representative is not needed in order to form a quorum.
- 2.3.3 The DC's decisions are taken by secret ballot and by a majority of the members present.

3 **DISCIPLINARY OFFENCES**

3.1 SERIOUS OFFENCES (Appendix I)

Serious offences are the following:

- (i) Offences of plagiarism and collusion related to exams or written papers.
- (ii) Forging of degrees, diplomas, certificates and university documents in general, or counterfeiting of files.
- (iii) Theft, embezzlement or gross negligence in the management of University funds or property of any kind
- (iv) Causing of riots or improper behaviour resulting in serious damage to University buildings, facilities or property.
- (v) Improper behaviour within the area of the University.

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- (vi) Improper behaviour in clinical areas or other spaces visited by students in their capacity as UCY students.
- (vii) Offences of the common Criminal Code when these are directly linked to the University.
- (viii) Infringements of the security rules and road safety rules within the University.
- (ix) Infringements of safety rules regarding the University's electronic equipment or causing of problems to its smooth operation.
- (x) Infringements of the law on personal data protection.
- (xi) Photocopying beyond the limits permitted by law.

3.2 SERIOUS OR MINOR OFFENCES

Serious or minor offences may, at the discretion of the competent body, include any infringements of laws, rules, regulations, and circulars of the University, and of university ethics in general.

3.3 MINOR OFFENCES

Minor offences might include (in addition to those mentioned in par. 3.2) all those that do not come under the definition of serious offences.

4 **PENALTIES FOR DISCIPLINARY OFFENCES**

4.1 PENALTIES FOR SERIOUS OFFENCES:

These are:

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- (i) Written reprimand
- (ii) Penalties in connection with offences related to exams or papers
- (iii) Mandatory unpaid community work in the University.
- (iv) Suspension of rights/privileges other than those affecting learning
- (v) Imposition of a fine towards total or partial compensation for offences related to damage caused to University buildings or equipment
- (vi) Suspension from the University for a period of one to two semesters, which will not be counted in the semesters of study.
- (vii) Exclusion from participation in the Senate committees of the University
- (viii) Expulsion
- (ix) Any combination of the above

Any breach of the rules is an offence. Non-compliance with a penalty is a disciplinary offence. Students who have not paid any penalty imposed on them do not receive a degree.

5 PROCEDURE FOR EXAMINATION OF DISCIPLINARY OFFENCES

5.1 PROCEDURE FOR MINOR OFFENCES

- 5.1.1 A person who is to undergo disciplinary controls is informed in writing of the offence of which he/she is accused and has the right of defence before the Disciplinary Committee.

The letter of notification is communicated to the student's Academic Supervisor who can advise the student as to the necessary actions. The

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Academic Supervisor must be present at the Disciplinary Committee is so requested by the student.

- 5.1.2 If the student admits guilt or if their guilt is proved by the proceeding, the Disciplinary Committee imposes a penalty.

The penalty is communicated in writing to the Head of the Academic Affairs and Student Welfare Service in order to update the student's file.

- 5.1.3 The Disciplinary Committee notifies the student of its decision within seven working days, the student is entitled to submit a reasoned appeal to the Disciplinary Committee within 10 working days from notification of the penalty to the student.

5.2 PROCEDURE FOR SERIOUS OFFENCES

- 5.2.1 A person who is to undergo disciplinary controls is informed in writing of the offence of which he/she is accused and has the right of defence before the Disciplinary Committee.

The notice is communicated to the President of the student's Department, the Dean of the Department, and the student's Academic Supervisor who can advise the student regarding the necessary actions.

- 5.2.2 After gathering the evidence, the DC calls the accused student to account for himself/herself within a reasonable period of time, but not less than 15 working days and not more than 30 working days.

- 5.2.3 The student in question maintains the right to seek the replacement of a member or members of the Disciplinary Committee, in a letter in writing

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to the Senate, citing the reasons. The Senate gives a final decision on this request.

- 5.2.4 When accounting for him/herself before the DC, the student has the right to be accompanied by the Academic Supervisor or another student who might come to the student's defence.

The accused student also maintains the right to call defence witnesses, the names of whom must be communicated to the President of the DC prior to commencement of the hearing.

- 5.2.5 Both parties (D and accused student) maintain the right to use Legal Counsel who may attend the hearing.

- 5.2.6 The Committee informs the accused student in writing of its decision within seven working days, the decisions are also communicated to the President of the student's Department, the Dean of the Department, and the student's Academic Supervisor.

The penalty is also communicated in writing to the Head of the Academic Affairs and Student Welfare Service in order to update the student's file.

- 5.2.7 The student is entitled to submit an appeal to the Senate against the decision of the DC.

- 5.2.8 The DC communicates the Minutes to the Senate.

6 APPEALS AGAINST DECISIONS OF DISCIPLINARY BODIES

6.1 APPEALS AGAINST DECISIONS OF THE DISCIPLINARY COMMITTEE

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- 6.1.1 The Rector sets a date for the case to be heard by the Senate. This date is communicated in writing to the student at least five working days prior to this date.
- 6.1.2 The student receives the minutes of the meeting of the DC, as well as any additional remarks or comments which the DC wishes to submit to the Senate.
- 6.1.3 The Senate may permit the accused student or the DC to present new additional testimony. The names of the new witnesses must be given to the Senate prior to commencement of the hearing.
- 6.1.4 The entire proceeding before the Senate is the same as that before the DC.
- 6.1.5 The Senate makes a final decision on the appeal and immediately notifies all concerned and involved parties of its decision.

7 MISCELLANEOUS

- 7.1 Students must be aware of the Laws, Rules, Regulations and official instructions and announcements that concern them.
- 7.2 The Undergraduate Committee or the Graduate School has competence for making recommendations to the Senate regarding amendments to the Disciplinary Rules.
- 7.3 The University maintains the right to bring a disciplinary case against a student, subject to the provisions of the rules.

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APPENDIX I

IN CONJUNCTION WITH §3.1(i) STUDENTS' DISCIPLINARY RULES

Basic provision §3.1 SDR:

“The following are considered serious offences:

§3.1(i): Offences of plagiarism and collusion related to examinations or written papers”.

Definitions:

Plagiarism and Collusion in Written Papers

Plagiarism: the appropriation and/or incorporation in a paper of ideas whether verbatim or paraphrased, extracts and/or isolated phrases of the work of another person without reference to the source or through misleading or inadequate reference to the primary source.

Filed of commission of offence: Plagiarism is committed when the intellectual work of another person is published or delivered in the form of a paper in printed and/or electronic form, with a view to fulfilling the obligations undertaken by a student in the framework of the evaluation process. It also covers cases of handling university notes without the permission of their creator and the professor.

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Collusion: The submission and presentation of work as the product of exclusively individual work completed solely by a student, whereas it was written in cooperation with other students. Collusion also exists when a student, in the framework of fulfilling obligations undertaken for a specific evaluation procedure, re-submits work, either wholly or partly written by the student him/herself for the need of a different procedure.

Plagiarism/Collusion in Examinations

This is defined as the failure to fulfil an evaluation procedure in a personal, self-reliant and independent way, as determined by the academic staff through the method of examinations.

This includes the use during examinations of any kind of cheating/cribbing, non-permitted cooperation with third parties and the use of aids and/or notes which have not been approved in advance by the professor. It also includes impersonation of a person by another person who undertakes to fulfil the obligations arising from the examination process by pretending to be a specific student.

When extracts are used from the published or unpublished works of another person full reference must be made to the relevant sources. The use of a series of short extracts from different sources without reference to them constitutes equally serious plagiarism as copying, without citation, from one source, of a large excerpt. When a student summarises the ideas or opinions of a person, reference must be made to the name of that person in the text and the title of the relevant book, article or other work must be cited in the bibliography.

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SECTION IV

IV. RULES FOR TRANSFERS OF POSTGRADUATE STUDENTS TO THE UNIVERSITY OF CYPRUS

1. PhD candidates wishing to transfer to UCY must come from an establishment and/or research institute of higher education which is officially recognised in the country in which it operates and/or from a discipline which has been evaluated/accredited in the country in which it operates.
2. Transfer candidates must have successfully completed at least two (2) semesters at the educational establishment of origin.
3. Transfer candidates must fulfil all the conditions and requirements of the doctoral programme of study of the UCY Department to which they wish to transfer.
4. The student submits the request for transfer to a UCY Department directly to the Department which he/she wishes to enter. The application is submitted together with all supporting documents regarding previous studies (degrees, analytical grades, etc.)
5. The candidate's application is examined by the Board of the competent Department. The decision of the Department's Board is submitted to the Senate for approval.
6. With the student's agreement, the Department appoints a member of the faculty which supervises the doctoral student, as the student's Research Supervisor.
7. A doctoral student transferring to a UCY programme of study may be credited with all ECTS of the courses or research stages or writing stages completes at the establishment of origin, following examination of the student's request by the Department to which the student is transferring.

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8. The minimum total length of studies of the transferring students, including all the universities attended by them, is six (6) semesters and the maximum total length is sixteen (16) semesters, of which at least two (2) must be at the University of Cyprus.
9. A doctoral student transferring to a programme of study at UCY pays fees for the semesters of study at UCY as specified in the Postgraduate Rules.
10. A doctoral student transferring to UCY receives a PhD from UCY.

The examination of applications for transfers of doctoral candidates to the University of Cyprus takes place at a time specified by the University. Transfers are approved by the Department's Board and the Graduate School. It is provided that the number of places for transfers of doctoral students to each programme is specified by the Department's Board and approved by the Graduate School.

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SECTION V

POLICY FOR ESTABLISHMENT OF THREE-MEMBER AND FIVE-MEMBER COMMITTEE FOR DEFENCE OF RESEARCH PROPOSAL AND THESIS OF DOCTORAL STUDENTS

Pursuant to the Postgraduate Rules and the Doctoral Thesis Quality Assurance Requirements, the composition of the three-member and five-member committees is as follows:

1. Three-member Committee:

The three-member Committee to which doctoral students submit their research proposal, is appointed by the Department's Board at the suggestion of the Department's Graduate Programmes' Committee and the student's Research Supervisor and is composed of:

- 1.1 The student's Research Supervisor (Chair of the Committee)
- 1.2 A faculty member of the Department
- 1.3 A member of the faculty of the Department or another UCY Department with a related discipline or another university or research centre.

The research proposal is presented two to four semesters after success in the comprehensive examination.

The proposal for a PhD thesis is graded as Pass or Fail. Each student has two opportunities to present the proposal. Incomplete is not given as a grade for the proposal.

2. Five-Member Examination Committee:

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The five-member examination committee before which a PhD student defends his/her thesis, is appointed by the Department's Board at the suggestion of the Department's Graduate Programmes' Committee and the student's Research Supervisor and is composed of:

- 2.1. Three members from the departmental academic staff, one of whom is the student's Research Supervisor
- 2.2. One member from another university or research centre
- 2.3. One member from or another UCY Department with a related discipline or another university or university level research centre
- 2.4. The Chair of the Committee is a member of the faculty of the Department, but not the Research Supervisor.

3. Clarifications in connection with the compositions of the Committees:

- 3.1 The Department's faculty members must be serving at the levels of Professor, Associate Professor, Assistant Professor, or Lecturer.
- 3.2 University of Cyprus Emeritus Professors may serve on the Committees.
- 3.3 The participation of members of Special Educational Staff, Special Scientists or other staff holding a PhD as internal members in the five-member Board is not permitted.
- 3.4 The replacement of an internal member of the Examination Committee with a Visiting Professor at the department who is an expert in the discipline of the thesis, is permitted.
- 3.5 The Committees' external members must be serving as faculty at another University in Cyprus or abroad or at university level Research Centres.

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- 3.6 The external members of the Committees must have specialisms directly related to the subject of the student's thesis.
- 3.7 Possible conflicts of interest between the student and the external evaluators must be avoided.
- 3.8 The participation of external members not serving in organic positions as faculty in a university is permitted, provided that the members are active in research in the doctoral student's field, as this can be demonstrated through recent publications, participation in research programmes, etc. The participation of such members takes place only with the approval of the Dean of the Graduate School, following the submission of a fully substantiated request by the student's Research Supervisor through the Department's Board.
- 3.9 In connection with the proceedings of the Committees, the physical presence is required of at least one external member of the Committee and all the internal members. One external member may participate through teleconferencing or Skype.
- 3.10 In cases where an external evaluator is not physically present, his/her preliminary evaluation must be attached with an original signature. In such a case, the manner of participation is stated in the Examination Committee's Report, which is signed by the evaluators who are present. The signatures must be original. It is provided that the absent evaluator does not sign the Report.

4. Quality Assurance Requirements for Doctoral Theses:

A doctoral thesis must fulfil the following basic requirements:

- It must make reference to extensive bibliography and a comprehensive and in depth reference to international research which is relevant to the subject of the dissertation, thus correlating the findings of the dissertation to what has been achieved to date in the relevant scientific field.
- It must make explicit reference to the scientific contribution of the thesis, particularly as regards the advancement of the field on the basis of the research conducted. Consequently, it must make explicit reference to the original aspects of the thesis.

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- It must provide an original and significant contribution to scientific knowledge particularly as to the expansion of the specific scientific field on the basis of the research conducted. It must therefore make express reference to the points of originality of the thesis.
- The scientific contribution and originality of the thesis must be presented briefly but clearly in the abstract and analysed more extensively in the main part of the thesis

The following conditions apply to the procedures in connection with a doctoral programme:

- Students submit a research proposal in writing, in which they state explicitly what they believe are the original aspects and the scientific contribution of the proposed work. The proposal is evaluated by a three-member committee which submits a structured evaluation report stating both the points regarding which it agrees with the positions expressed and those with which it disagrees. The evaluation report is submitted to the Department Board as a point of information.
- The thesis is submitted only with the approval of the student's Research Supervisor.
- The external members of an Examining Committee for a doctoral thesis (one external member must be from outside UCY and the other from a Department outside the student's own), must come from areas directly related to the subject of the thesis. In addition, any possible conflict of interest between the student and the external evaluators must be avoided.
- Based on the Internal Postgraduate Rules, the Department may ask each of the members of the five-member Examining Committee, with the exception of the student's Research Supervisor, separately and individually from the others, to submit to the Chair of the Committee a written report with preliminary remarks on the content of the thesis. The independent preliminary reports are then communicated to all other members of the examining Committee prior to the examination of the thesis, and are attached to the Committee's final report as Appendices. The submission of a preliminary report by the Research Supervisor is optional. The members of the committee decide by a majority vote whether the student will be given an opportunity to defend the thesis.
- The Examining Committee's report to the Senate must substantiate its recommendations convincingly. It should be noted that the examining committee

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does not decide whether a PhD degree should be awarded, but only makes its recommendation to the Senate as to whether or not the degree should be awarded and the Senate makes its decision accordingly. In particular, if the recommendation is for the awarding of a title, the report must analyse the importance and originality of the research conducted as well as the scientific contribution to its field.

- The examining committee's report must also identify any publishable material in the thesis and suggest how this should be published (articles, monograph, etc.). If any publications have already taken place, a list must be attached together with the texts themselves.

Together with the examining committee's report and other supporting documents, the duly filled-in Thesis Submission Form, the Thesis Submission Receipt from the University Library and a hard copy of the thesis are submitted to the Dean of the Graduate School. An abstract of the thesis is presented to the Senate when the Committees' report is being discussed. The Dean of the Graduate School checks that all the supporting documents have been submitted and that the correct procedure has been followed, and then forwards them to the Rector's Council for preliminary approval. The Rector's Council then submits to the Senate a summary proposal, including the recommendation of the examining committee, for final approval regarding the awarding of the PhD. The Rector's Council informs the Senate of any special circumstances.

5. Remuneration of External Members of Examination Committees coming from Universities out of Cyprus:

The external member of Examination Committees for the defence of Doctoral Theses who come from Universities outside Cyprus, are paid an honorarium of €150, an allowance in accordance with the days they remain in Cyprus, and in addition they receive the cost of an economy class air ticket up to €600 for countries in Europe and €1000 for countries outside Europe. The maximum length of stay covered by the University is fixed at three (3) nights.

In cases where, owing to an emergency, members are unable to attend meetings in Cyprus or participate through teleconferencing, they will be compensated only for costs actually incurred, once they justify the case of emergency. In cases where these external members have submitted

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special reports which have been included in the evaluation file, they will receive an additional amount of €150.

SECTION VI

JOINT SUPERVISION OF A PhD STUDENT

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(JOINT DEGREES or COTUTELLE)

1. For a Co-supervision of a PhD student, the signing of a Protocol between the University of Cyprus and the collaborating institution is required.
2. A PhD student of the University of Cyprus who is involved in an international co-supervision must complete part of his/her program at another university institution and in collaboration with the co-supervising professor-Research Supervisor from the other university institution.
3. A PhD student from another university institution may complete part of his/her program at the University of Cyprus and in collaboration with the co-supervising professor-Research Supervisor from the University of Cyprus.
4. The candidate is registered as a PhD student at both collaborating universities in an existing doctoral program of the University of Cyprus.
5. The Protocol specifies the duration of stay of the PhD student in each university institution. The distribution of the duration of the PhD student's stay in each institution is determined by his/her supervising professors in accordance with the scientific requirements and the conditions for the preparation of the dissertation.
6. The Protocol lists the names of the professors who have undertaken the co-supervision of the doctoral dissertation.
7. The two supervising professors jointly supervise the doctoral dissertation in accordance with the rules and regulations of each institution. They are responsible for the progress of the student's research, undertake to communicate at regular intervals and to inform the competent bodies of both institutions about the progress of the doctoral dissertation by submitting the respective reports.
8. The Protocol specifies the language of writing of the doctoral dissertation which is in accordance with the relevant legislation governing the preparation of doctoral dissertations in each university.
9. The Protocol defines the university institution which assigns the administrative and organizational responsibility of defending the doctoral dissertation as well as the university institution in which the dissertation will be defended.
10. The student defends his/her doctoral dissertation at the university institution where the main administrative registration takes place.
11. The defense of the doctoral dissertation and the composition of the Examining Committee are made in accordance with the regulations of the university institution in which the student will defend his/her doctoral dissertation.

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12. If the university in which the student will defend his/her doctoral dissertation is the University of Cyprus, the PhD student should have completed all the requirements for the award of the degree of Doctor of Philosophy.
13. The Protocol is expected to contain provisions relating to the payment or non-payment of tuition fees by students. It is understood that the amount of tuition fees to be paid to the University of Cyprus is a function of the number of semesters and the number of courses in which the PhD student of the partner institution enrolls at the University of Cyprus.
14. The Protocol specifies the doctoral degree that will be awarded to the PhD student who meets the requirements of the program. It will also be determined whether the degree will consist of:
 - 14.1 A common unique degree signed by all the Rectors of the affiliated institutions,
 - 14.2 A common unique degree with two certificates (one from each partner university) with cross-reference of the partner institution or institutions.
15. In order for the doctoral degree to be awarded, the student must have fulfilled all his/her financial obligations to the collaborating institutions.
16. The procedures for the protection and reproduction of the doctoral dissertation as well as the publication of its results are subject to the legislation of each country.
17. The special cooperation Protocol is approved by the Dean of the Graduate School, following a suggestion of the Board of the department. The Graduate School forwards the special cooperation Protocol to the Rector for signature.

At its meeting 5/2018 on 18/04/2018, the Personnel and Regulations Committee ratified the decision of the Senate (meeting 02/2018 of 17/01/2018) regarding the revised rules of Postgraduate Studies.

13.10.2021