



## **Form for submission of documents for the award of a Doctor of Philosophy degree**

(This form is completed by the academic department and is submitted to the Dean of the Graduate School).

Full name of PhD student:

Academic department:

Supervisor's full name:

Co-supervisor's full name (if this is applicable):

Doctoral dissertation title:

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## Introduction

The Chairperson of the department forwards the Examining Committee's Report to the Dean of the Graduate School together with the submission of documents form, the receipt of submission of the doctoral dissertation to the Library of the University of Cyprus and a copy of the dissertation. After verifying 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 for the award of a PhD degree, which includes the recommendation of the Examining Committee.

## Minimum requirements for the award of the Doctor of Philosophy degree

According to the rules of Postgraduate Studies the minimum requirements for the award of the Doctor of Philosophy degree are:

1. Minimum duration of study of 6 semesters and maximum duration of 16 semesters. The duration of postponement of studies or temporary interruption of studies, or maternity or paternity leave is not included in the period of 16 semesters.
2. Successful completion of 240 ECTS which relate to courses, Research stages, Writing stages, Comprehensive Examination, presentation of the doctoral proposal and defense of the doctoral dissertation.
3. Success in the Comprehensive Examination.
4. Success in the presentation of the doctoral dissertation before the Supervising Committee.
5. Preparation of an original dissertation which has an important contribution in the field involved.
6. Success in defending the doctoral dissertation before the Examining Committee.
7. Approval of the Senate for the award of the Doctor of Philosophy degree of the University of Cyprus.

## Documents to be submitted

### 1. Composition of the Examining Committee

- An extract from the minutes of the meeting of the Board of the department at which the Examining Committee was appointed.

### 2. Report of the Examining Committee

- The Report of the Examining Committee.

- The written preliminary reports submitted by the members of the Examining Committee, with the exception of the student's Research Supervisor(s) with their preliminary remarks and positions on the content of the dissertation. The signature on the preliminary report may be original or electronic.

- The confirmation of the Research Supervisor that all required modifications in the doctoral dissertation were implemented together with a list of the modifications.

- Any publishable material list in the dissertation (articles, monograph, etc.).

### 3. Copy of the doctoral dissertation

- One copy of the doctoral dissertation.

### 4. Financial Services confirmation

- The confirmation of the Financial Services that the PhD student has fulfilled all his/her financial obligations.

5. **Receipt of doctoral dissertation by the Library**

The receipt for the submission of the doctoral dissertation to the Library of the University of Cyprus.

6. **Form for submitting the supporting documents for the award of the degree of Doctor of Philosophy**

The completed form for the submission of the above supporting documents for the award of the degree of Doctor of Philosophy.