



UNIVERSITY
CHARTER

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PART A
ESTABLISHMENT OF THE UNIVERSITY

1.0 NAME AND HEADQUARTERS/SEAT OF THE UNIVERSITY

1.1 The name of the University is “Philips University” and it will be referred to as the University in the Charter.

1.2 The seat/headquarters of the University will be in Nicosia.

1.3 The University shall have the capacity to:

- (a) Sue and be sued
- (b) Accept, purchase and hold property
- (c) Acquire by purchase, lease, alienation, conveyance, transfer, gift or in any other manner immovable or movable property for the purpose of carrying out its objectives
- (d) Sell, convey, lease, alienate or in any manner dispose of any movable or immovable property and lease, mortgage or charge its property for the purpose of carrying out its objectives
- (e) Carry out any act which may be necessary or which may facilitate the fulfilment of its objectives by virtue of this law or which may be done by or against a public corporate body

2.0 MISSION AND PURPOSES OF THE UNIVERSITY

2.1 Mission of the University

The main purposes of Philips University are teaching and research and service to the community. The activities of the academic community must strive to improve education, the development of research and to further the key role of the university in a society of modern scientific and technological development

- (a) All activities of the university derive from the principles of humanism and strive to cultivate culture in its members and the wider society. Furthermore, the activities of the university are oriented towards the full inclusion of all its citizens.
- (b) The university operates as an active link between Greek and Cypriot society and the wider European, Mediterranean and global environment. It also supports the continuous promotion of democratic ideals and practices which constitute the prerequisite for growth and the development of different sciences at the social level.
- (c) In order to achieve the aforementioned purposes, and within the framework of the university’s principles and the law, the University

seeks and accepts collaborations with other natural and legal entities.

- (d) The University aims to provide high quality research and teaching by attracting, developing and retaining highly qualified staff and students with outstanding academic potential. Through appropriate processes of continuous improvement, the University aspires to excellence of quality in all aspects of its work and aims to develop a culture in which both students and staff can contribute significantly to the advancement of society.

1.2.1 Objectives

- (a) The promotion of knowledge, science and education providing critical thinking and intellectual growth and value to the student and the community.
- (b) The cultivation, production, dissemination, application and exchange of new knowledge which embraces the power of technology.
- (c) The provision of recognized high quality undergraduate and postgraduate education.

2.3 Aims of the University

- (a) The advancement of science, knowledge, learning and education, by teaching and research for the benefit of society
- (b) the cultivation, transmission, application and interdisciplinary exchange of knowledge and innovation
- (c) the provision of high quality undergraduate and graduate education that is internationally recognised

2.4 The above purposes of the University are achieved through:

- (a) The creation of an independent administrative and academic structure that ensures the free and democratic functioning of academic processes
- (b) The submission of responsible reporting regarding the functioning of the University to governmental authorities and to all bodies related to academic education
- (c) The granting of undergraduate and graduate degrees and awards in a wide spectrum of studies
- (d) The provision of the opportunity for university level education to individuals who meet the University entrance requirements
- (e) The promotion of knowledge and innovation, and their practical applications through high quality teaching, research and other means.

- (f) The provision of the necessary facilities for the encouragement of study and research
- (g) The provision of training and supplementary programs of study
- (h) The connection of education with society and economy
- (i) Active contribution to addressing the needs of the wider social unit
- (j) The international presence and promotion of the University as an educative pole of attraction for students and scholars from other countries
- (k) The cooperation with research and educational centres for the promotion of European and global co-operation and understanding through education
- (l) The provision of consulting and other services to organizations outside the university
- (m) The safeguarding of academic freedom and free academic enquiry

2.5 Principles and Values

The operation of the university is based on the constructive collaboration of all the academic community. The activity of every institution is exercised within the framework of the relevant legislation, the Internal Regulations and the statutes of the Cyprus Agency of Quality Assurance and Accreditation in Higher Education. In addition to written regulations, the academic community is based on a set of values that arise from free scientific thought. These principles are the following:

2.5.1 *Humanist values and the respect towards the rights of citizens:*

The operation of the university and the activities of the academic community are exercised in such a way so as to pay full respect to human rights, the European Constitution, and the constitutional rights of citizens, as advocated by international organisations.

The university adopts the values of acceptance and adheres to a policy of non-discrimination by treating individuals equally irrespective of race, colour, gender, ethnicity, ideology, sexual orientation, religion, physiology and personal choices. The law governing the relationship between the student and the lecturer is respected and any deviation is prohibited.

All decision making processes that are applied by the different bodies of the university are carried out with transparency and they should consolidate a climate of merit, fairness, democracy and justice.

Decisions should be taken in a transparent manner and substantiated with evidence so as to distance suspicions of favoritism due to personal, familial, political, ideological or work relationships.

The evaluation of all members of the academic community is based on performance and all evaluations are substantiated with evidence.

2.5.2 Academic Freedom

The purpose of academic freedom is to guarantee freedom of teaching, research, expression and movement of ideas.

The academic community has the obligation to preserve and protect the buildings, the teaching and research facilities and the resources and the physical infrastructure of the University in general, so as not to compromise and restrict the legal right of members of society to use the facilities of the University.

2.5.3 Values

The University's Values demonstrate what Philips University is all about, what we believe and what we stand for.

We are, and will be, directed by the following values:

- Freedom of thought and expression
- Freedom from discrimination
- Recognition and award of the University's staff as its greatest asset
- Integrity: acting in an honest, fair and ethical manner
- Excellence: serving our scholarly community by delivering consistently high quality programmes, teaching service and research
- Inclusion: cultivating an inclusive learning living and working community, facilitating the success of all people, and supporting all individuals
- Accountability: ensuring academic programmatic and fiscal integrity and value through prudent management of all resources entrusted to the University
- Innovative: focused on discovering and applying knowledge with impact, and encouraging creative University and new ideas
- Collaborative: working together internally and externally, with integrity and in open respectful way
- Sustainability: prioritizing sustainable development and social responsibility.

Philips University is ambitious and strives for excellence.

3.0 LANGUAGES OF INSTRUCTION

The languages of instruction shall be English and Greek. Following the decision of the Council, the University can offer some of its programs in other languages.

4.0 PHYSICAL INFRASTRUCTURE: BUILDINGS AND FACILITIES

4.1. The premises of the University will be the privately owned buildings by the Founder of the University which are situated in the area of Agia Paraskevi, in the parish of Agios Demetrios, and have the following details in the records of the Lands and Surveys Department:

No.	Reg. No.	Sheet/Plan	Plot	Area m ²
1	M 1303	21/54.6.1 54.6.3	925	1697
2	M 717	21/54.6.1	843	532
3	M 732	21/54.6.1	858	559
4	M 731	21/54.6.1	857	561
5	M 713	21/54.6.3	839	549
6	M 734	21/54.5.3	860	553
7	M 735	21/54.3.3	861	606
8	M 733	21/54.3.1	859	564
9	12/728	21/54.6.1	854	583
10	12/730	21/54.6.1	856	547

PART B
BODIES OF THE UNIVERSITY

5.0 INTERIM GOVERNING BODY

- (a) Until the commencement of the operation of the University, the administration and management of the University shall be performed by an Interim Governing Body.
- (b) The Interim Governing Body carries out the duties as prescribed in Article 8, (1b) and Article 19 of Law 109 (1) 2005.
- (c) In the event of withdrawal or the incapacity of a member to continue to participate in the Interim Governing Body, the Founder can assign a substitute. If a member is absent from three consecutive meetings of the Interim Governing Body or five meetings in total, the Founder can assign a substitute.
- (d) The Founder can take the decision to change the number of the members of the Interim Governing Body. The number of the members of the Temporary Administrative Board cannot be less than seven (7), as prescribed by the Law.

5.1 COUNCIL OF THE UNIVERSITY

The Council of the University is the highest administrative body of the University. It is responsible for the administration of all matters which concern the University, including financial matters, infrastructure, supervision and control of the administrative and other staff, the number of students for admission and student affairs on an individual basis. The Council of the University approves the hiring of academic staff that is carried out by the Senate.

The Council of the University consists of:

- Four members are appointed by the Founder of the University
 - The Chairperson;
 - Three members of renowned ethos and honor excluding members of the Founder of the University.
- The Rector of the University - ex-officio.
- One member of the academic staff at the rank of Professor or Associate Professor, elected by the Teaching Research Faculty.

- Three members as follows:
 - The Directors of Administration;
 - A representative of the Administrative staff, elected by the body of the Administrative Staff;
 - A representative of the students, elected by the Students' Union.

- 5.2.** The Council shall convene meetings during the entire year, once a month and urgently if deemed necessary by the Chair of the Council. The Chair of the Council shall be appointed by the Founder of the University

- 5.3** There shall be a quorum if the number of the members of the Council present exceeds one half of the total number of members of the Council. The Chair of the Council shall convene the meetings of the Council and shall preside over the meetings of the Council they attend.

- 5.4** In case of absence of the Chair at any meeting, the Vice Chair, who is appointed by the Founder of the University shall be the Chairperson for that meeting.

- 5.5** The Board of Directors of the Founder of the University shall check and approve the decisions of the Council of the University concerning the achievement of the objectives of the University in terms of the Strategic Planning and the Charter of the University

- 5.6** The decisions of the Council shall be taken by an absolute majority of the members present. In case of a tie vote, the Chairperson of the Council has a casting vote.

- 5.7** The term of office for the elected or appointed members of the Council is four years starting from their appointment or election. They can be re-appointed or re-elected for another three years. Excluded from this provision are the four members (4) appointed by the Founder of the University, the Director of Administration, the Director of Financial Affairs and the representative of the Administrative Staff have unlimited possibility of re-election.

- 5.8** Notwithstanding the provisions of Article (5.7), the term of office of the appointed or elected members of the first Council shall be as follows:
 - (a) the four (4) members appointed by the Founder of the University shall hold office for a period of five years
 - (b) the term of office of the members elected by the Council of the University, the members of the permanent academic staff, and the representative of the students shall be a period of three years

(c) the Rector, the Vice-Rector(s), The Directors of Administration and Finance shall hold office for a period of four years

(d) the representative of the Administration staff shall hold office for a period of three (3) years.

(e) the representative of the students, elected by the Students' Union shall hold office for a period of three years.

5.9 In the event of a vacancy in the membership of the Council, it shall be filled by appointment or election of another person who shall be a member for the remainder of the term of office of the member in whose place they have been appointed or elected.

5.10 The Council may constitute committees from among its members and delegate to them authority on such terms as it deems necessary. Under special circumstances, experts who are not members of the Council can participate in these committees.

5.11 No act of the Council shall be void or become illegal by reason due only to a vacancy in the Council or due only to the non appointment or election of any member of the Council.

5.12 The Council shall not include persons found guilty of an offence of moral corruption or entailing lack of honesty.

5.13 Election of one member of the academic staff at the rank of Professor or Associate Professor, elected by the Teaching Research Faculty.

5.13.1 There is a quorum of the Council when the number of those present exceeds one half of the members. If there is no quorum, the Chair of each Department convenes a meeting in 48 hours and all who are present constitute a quorum.

5.13.2 Every member of the Council can recommend candidates, whose names will be written alphabetically on a board and secret voting will be held.

5.13.3 The election of the first and the second representative is held separately. The first representative has to be a Professor. The second representative can be from any rank. In both cases, the candidate who secures the most votes is elected. In the case of a tie vote, the election is determined by ballot.

5.13.4 The Chair of the Department immediately informs the Dean of Faculty about the results of the election.

5.13.5 In the event of withdrawal of a member of the Council of the Faculty (who has been elected according to the present Charter) before the end of their term of office, there will be an election of another member for the remainder of the term of office.

5.13.6 The University is represented by the Chair of the Council and in their incapacity or absence, it is represented by the Vice Chair.

6.0 THE SENATE

6.1 The Senate constitutes the highest academic body of the University and is responsible for the general supervision of the operation of the University, the adherence to the law and the internal regulations. The Senate is responsible for all academic work of the University such as scientific research, teaching and all other academic activities. In particular, the competences of the Senate are the following:

- (a) Approves the decisions of the Rector
- (b) Determines the grading system, the promotion requirements for the students and the conditions for the award of Degrees and Diplomas
- (c) Recommends to the Council the creation or abolition of Schools or Departments, and the number of student admissions
- (d) Defines the selection and promotion procedures of the faculty of the University and their supervision
- (e) Recommends to the Council the development of the infrastructure of the University
- (f) Evaluates the proposals for the promotion of the relations of the University with other educational institutions and organizations in the Republic of Cyprus and internationally
- (g) Exercises disciplinary control over all faculty and the students in accordance to the Procedure .
- (h) Determines the academic programs and levels as well as the method of admission of students to the University.
- (i) Submits to the Council a report concerning each issue which is sent to it by the Senate for study and reporting, and substantiates a recommendation of actions and measures which it considers useful.

6.2 The members of the Senate are:

- (a) The Rector as President
- (b) The Vice-Rector or Vice-Rector(s)
- (c) The Deans of all Schools or the Vice-Deans
- (d) Two elected representatives of Teaching Research Staff from each School. Their term of office is a period of four years with the possibility of re-election.
- (e) One elected student representative from each School. Their term is for one year;
- (f) The Director of Administration;

- (g) One elected representative of Special Teaching Staff, who is elected in a meeting convened by the Rector. The term of office will be a period of two years with the possibility of re-election.

The term of office of members of the Senate who are elected among Teaching Research Staff is a period of two years. They can be re-elected for a period of two years with the possibility of re-election.

The term of office of the Dean and the Vice Dean is three years with the possibility of re-election.

6.3 Operation of the Senate

- 6.3.1.** The Senate shall convene meetings during the entire year, once a month and urgently if deemed necessary by the Rector. Chair of the Senate shall be the Rector of the University. The Vice-Rector or one of the Vice-Rectors shall be Chair in case of absence of the Rector.
- 6.3.2.** Chair of the Senate shall be the Rector of the University.
- 6.3.3** Secretarial duties shall be carried out by the Director of the Secretariat of the Senate.
- 6.3.4** The remaining topics concerning the operation of the Senate are prescribed by the Chapter entitled “The Function of Collective Bodies.”
- 6.3.5** The term of office of the Rector and the Vice-Rector is four years with the possibility of re-election.
- 6.3.6** A member of the Senate shall not be involved in the discussion and voting on matters directly related to their own benefit or damage, their spouse and relatives by consanguinity up to third degree and by affinity up to second degree.
- 6.3.7** The Senate may, by its decision, allow non members to attend its sessions with the right to express an opinion, or may invite experts to develop ideas on the particular subject and to make suggestions.
- 6.3.8.** Student representatives who are members of the Senate are excluded from the discussion of matters concerning the appointment, promotion or disciplinary procedures of academic and other staff of the University or matters concerning the content of exam scripts and grading.
- 6.3.9** The election of student representatives is carried out through secret voting organised by the Student Union of the University.

6.4 Regulations concerning the election of two representatives of the Schools of the University as members of the Senate

- 6.4.1** The two representatives of the teaching research staff from each School are elected for membership in the Senate during a specially convened meeting of the Council of the School, arranged by the Dean of the School. The Dean of the School informs in writing the members of the Council of the Faculty at least a week in advance of the meeting.
- 6.4.2** There shall be a quorum of the Council if the number of the members of the present exceeds one half of the total number of members. If there is no quorum, the Dean of the School calls for a meeting in 48 hours and all who are present constitute a quorum.
- 6.4.3** During the meeting, each member can recommend candidates, whose names will be written alphabetically and secret voting will be held. Each member can vote up to three candidates.
- 6.4.4** The three candidates who secure the most votes are elected. In the case of a tie vote, the election will be determined by ballot.
- 6.4.5** The Dean immediately informs in writing the Rector about the results of the election.
- 6.4.6** If a member of the Senate withdraws before the termination of their term of office, an election will be carried out for a new member for the remainder of the term of office of the member in whose place they have been elected.

7.0 RECTOR'S COUNCIL

- 7.1** The Rector's Council of the University consists of:
 - (a) The Rector
 - (b) The Vice-Rector(s)
 - (c) The Director of Administration who offers recommendations and has the right to vote concerning administrative, financial matters and issues concerning administrative staff. In case of absence or incapacity of the Director of Administration, they will be substituted by the relevant Director.
- 7.2** Chair of the Council shall be the Rector of the University. In case of a tie vote, the vote of the Rector is decisive.

7.3 The Council has executive duties that concern daily or current issues that come from:

(a) the Senate following the recommendation of the Rector

(b) the Council following recommendation from the Council

8.0 THE RECTOR

8.1 Duties of the Rector

8.1.1 The Rector is elected among the faculty with the rank of Professor in a meeting specially called for this purpose wherein members of the Councils and the Departments of all the Schools of the University participate.

8.1.2. The Rector oversees the operation of the University, the functioning of the Schools, Departments and Services of the University, the adherence to the laws, the Internal Regulations, and also promotes co-operation between the bodies of the University, the faculty and students

8.1.3 The Rector convenes the Senate and the Council, draws up the agenda, chairs its meetings and is responsible for the implementation of its decisions. The Rector participates either in person or through the Vice Rector in the meetings of all collective bodies.

8.2. The term of office of the Rector is four years with the possibility of re-election.

8.3. The Rector is the chief academic officer of the University, and ensures that the decisions of the Senate are carried out and is responsible for the implementation of the educational policy of the University.

8.4. Special Teaching Staff who are partially employed at the University cannot be elected Chairs, Deans, Rectors, Vice-Rectors, and do not participate in the Senate.

8.5 The term of office of all University bodies begins with the commencement of the new academic year following their election.

8.6 The Vice Rector assists the Rector in carrying out their duties which are assigned by the Rector's Council

8.7 The position of Rector, Vice-Rector, Dean, Chair and Vice-Chair of the Department is incompatible with any external professional occupation, as well as with the holding of any other position providing a salary in the public or private sector.

9.0 VICE RECTOR

- 9.1** The Vice Rector(s) is/are elected among the faculty with the rank of Professor. The election is carried out by the members of Councils of the Departments in the meeting wherein the Rector is elected.
- 9.2** The term of office of the Rector (s) is four years with the possibility of re-election.
- 9.3** In case the Rector is absent or unable to perform their duties, the most senior Vice Rector exercises all the powers and duties of the Rector.

10.0 DEAN AND VICE-DEAN

- 10.1** In each School, a Dean and a Vice Dean are elected by Professors and Associate Professors of the School. The elections are carried out among members of the Council of the Departments of the School.
- 10.2** The term of office of the Dean and Associate Dean is three years with the possibility of re-election.
- 10.3** The Dean prepares the budget of the respective School, compiles the academic programs taking into consideration the recommendations of the Councils of the Departments and submits recommendations for appointments in the School.
- 10.4** In case the Dean is absent or unable to perform their duties, or the position of Dean is not filled, the Acting Dean is responsible for carrying out all the duties of the Dean.
- 10.5** The position of Dean is incompatible with the position of Rector, the Chair and Vice Chair of the Department.

11.0 SCHOOL COUNCILS

- 11.1** In each School there is a School Council consisting of:
- (a) the Dean and Vice Dean of the School
 - (b) the Heads of departments of the School
 - (c) two members from each Department of the School, elected by the Council of the Department
 - (d) one member of the Special Teaching Staff, if there is, and
 - (e) one student representative from each Department
- 11.2** The Chair of the School Council is the Dean of the School
- 11.3** The student representatives who are members of the School Council participate in the discussion of all issues under examination, excluding

those issues concerning appointments, promotions and disciplinary procedures of academic faculty and administrative staff or topics concerning the content of examination scripts and student assessment and grading.

11.4 The duties of the School Council cover academic matters similar to those under the jurisdiction of the Senate, and its decisions are subject to the approval of the Senate.

11.5 The Council of School is the supreme body of the School.

12.0 DEPARTMENT COUNCILS

12.1 In each Department of the School, there is a Department Council wherein the following participate:

- (a) All academic and research faculty of the Department.
- (b) one member of the Special Teaching Staff, elected by simple majority.
- (c) student representatives, equal to 20% of the other members of the Council.

The Student representatives who are members of the Departmental Council are excluded from the discussion of matters concerning the appointment, promotions or disciplinary procedures of academic and other staff of the University concerning the content of exam scripts and grading.

Each elected member of the Council (except the student representatives) shall serve a two-year term and may be re-elected/re-nominated. The student representatives shall serve a one-year term.

12.2 The duties of the Department Council cover academic matters similar to those under the jurisdiction of the Senate.

12.3 The manner of election of the Chair and Vice Chair of the Department Council is carried out according the provisions of the Chapter entitled “Function of Collective Bodies”

12.4 The elected Chair and Vice Chair of the Department should hold the rank of Professor and Associate Professor.

12.5 The term of office of the Chair and Vice Chair of the Department is a period of two years with the possibility of two re-elections.

12.6 The election of the Chair and Vice Chair of the Department is subject to the approval of the Faculty Council.

12.7 The Department Council is responsible for the research and teaching activities of the Department in the context of the decisions of the Faculty Council. In the event of a dispute the issue is sent to the Senate for a decision to be taken.

12.8 The Chair of the Department is responsible for the leadership and the management of the Department.

12.9 In the absence or incapacity of the Chair of the Department, the Vice Chair exercises the powers and duties of the Chair of the Department.

13.0 ELECTION OF THE CHAIR AND VICE CHAIR OF THE DEPARTMENT

13.1 The Dean of the Faculty convenes in writing a meeting of the members of the Department Council for the election of the Chair and Vice Chair of the Department. All the members of the Council, including the two student representatives, are notified a week in advance of the meeting.

13.2 Having determined that there is a quorum, the Dean proceeds to the election of a Chair. Every member can recommend candidates for the office of Chair among Professors and Associate Professors of the Department. The names of the candidates will be written alphabetically and secret voting will be held.

13.3 The candidate with the majority vote shall be elected. In the event that none of the candidates secures the majority vote, a second round of voting will be carried out amongst the dominant candidates. In case of a tie vote, the election will be determined by ballot. The results will be announced immediately and the Rector will be notified in writing. Immediately following the election of the Chair, the same procedure is carried out for the position of Vice Chair of the Department.

14.0 INTERNAL EVALUATION COMMITTEE

An Internal Evaluation Committee consisting of seven members, functions within the University. The Vice Rector for Academic Affairs presides the Internal Evaluation Committee. The Committee monitors the standards for the provision of educational services by all the Schools of the University and submits recommendations for improvement. The composition and the duties of the Committee are determined by the Senate which secures the mechanisms and methods of the internal evaluation.

PART C
SCHOOLS, DEPARTMENTS AND RESEARCH UNITS

15.0 SCHOOLS, DEPARTMENTS AND RESEARCH UNITS

15.1 The Philips University will consist of three schools which cover related disciplines, so as to secure the necessary interaction for scientific development and the necessary co-ordination for research and teaching.

- (a) Schools are divided into Departments. A Department constitutes the basic academic unit and covers the cognitive subject of a science or related sciences. The program of Studies of a Department leads to a Degree. Schools of Philips University acquire autonomous function once two of its Departments function autonomously.
- (b) Laboratories and studies constitute smaller units which belong to the Department or School and cover the cognitive subject of a science.
- (c) Each School of the University consists of Departments determined by the Senate.

SCHOOL OF ECONOMICS AND MANAGEMENT

Department of Accounting and Finance

- BA Accounting and Finance, 240 ECTS Conventional
- BA Accounting and Finance, 240 ECTS Distance Learning
- MSc Corporate Finance with Corporate Governance, 90 ECTS Conventional

Department of Business Administration

- BA Business Studies, 240 ECTS Conventional
- Master of Business Administration (MBA), 90 ECTS, Conventional
- Master of Business Administration (MBA), 90 ECTS, Distance Learning
- Doctor of Philosophy (PhD) Business and Management Studies, 240 ECTS Conventional

SCHOOL OF EDUCATION AND SCIENCES

Department of Computer Science

- BSc Computing and Information Technology, 240 ECTS Conventional

Department of Public Relations and Communications

- BA Public Relations and Communication, 240 ECTS, Conventional

Department of Social and Behavioral Sciences

- MSc Counselling in Addiction, 90 ECTS,
Pathways: - Prevention and
- Intervention, Conventional
- MSc Environmental Management, 90 ECTS,

- Pathways:
- Sustainable Waste Management,
 - Environment & Public Health and
 - Green Accounting & Economics

Department of Educational Studies

- MSc Pedagogical and Teaching Adequacy, 90 ECTS, Distance Learning
- BA Primary Education, 240 ECTS, Conventional (*accreditation in progress*)
- MA Special and Inclusive Education, 120 ECTS, Distance Learning (*accreditation in progress*)
- PhD in Education, 240 ECTS, Conventional – (*accreditation in progress*)

SCHOOL OF LAW

Department of Law

LLB (Law), 240 ECTS, Conventional

(d) The First Schools of the Philips University are the following:

15.5.1 Each Department of the above Schools awards a specific Degree (BA/BSc). For postgraduate studies, the Department of Accounting awards the MSc in Corporate Finance.

15.5.2 Each School, Department or Research Unit has the right to examine any issue which concerns the School, the Department and the Research Unit, and to submit a report or recommendations to the Senate.

15.5.3 Research Units fall under one of the Schools of the University and operate within or between Departments.

16.0 TEACHING RESEARCH STAFF

16.1 Teaching Research Staff are employed at the University in the area of teaching and research. They are holders of a doctoral degree in a field related to the subjects they teach and they have a record of appropriate research or teaching experience.

The qualifications, the method of selection, and the terms of appointment and promotion follow the procedure prescribed in Part H 'Personnel Issue'

16.2 Rules regarding Researchers (Research Units)

(a) Researchers are hierarchically ranked as:

- Senior Researcher A
- Senior Researcher B
- Researcher A
- Researcher B

- (b) These posts are not permanent and a temporary contract is signed.
- (c) These posts are advertised by the Research Unit, following the decision of the Senate. The required qualifications are determined at the time of the call.
- (d) The selection of the researchers is carried out by a Selection Committee consisting of three members. The Selection Committee is appointed by the Senate and consists of Professors of the Academic School from the School of the Research Unit. One member is assigned the responsibilities of Chair. In the event that the Research Unit falls under a Faculty which does not have three Professors, the Senate complete the composition of the Committee with Professors from other departments of the University.
- (e) The Academic Council also appoints two external evaluators from local universities or universities abroad.
- (f) The Selection Committee having taken into consideration the recommendation of the external evaluators, compiles and submits a report though the Academic Advisor, for the approval of the Senate.
- (g) The qualifications required for the following academic ranks correspond to the qualifications required for the posts of Teaching Faculty and Research Staff, with the exception of the teaching requirements:

(a) Professor	Senior Researcher A
(b) Associate Professor	Senior Researcher B
(c) Assistant Professor	Researcher A
(d) Lecturer	Researcher B
- (h) PhD candidates nearing the completion of their PhD can be appointed Researchers B rank. In the event that they fail to complete their PhD within a year of their appointment, their contract will not be renewed.
- (i) If requested by the Faculty or Department, Researchers can contribute to the teaching of a subject on the Program of the respective Faculty or Department.
- (j) Research Units can appoint Visiting Researchers.

17.0 ACADEMIC FACULTY AND RESEARCH STAFF

- 17.1** The ranks of the academic staff are the following:
- (a) Professor
 - (b) Associate Professor
 - (c) Assistant Professor
 - (d) Lecturer
- 17.2** It shall be possible to establish special posts at the rank of Professor who will be designated as “Chairs”. They will have a specific scientific subject with special financial support which may come from the private sector after its acceptance by the University and on such conditions that will safeguard the independence of the University from the provider of financial support.
- 17.3** In addition to the ranks specified in article (1), there will also be Professors Emeriti, Visiting Professors, Postgraduate Research Associates and other Special Teaching Staff who will serve in accordance with the terms provided in the Regulations.
- 17.4** The posts of Professor and Associate Professor are permanent posts and represent at least 30% of the total number of the academic staff.
- 17.5** The posts of Assistant Professor and Lecturer are contracted for a period of three years and at the end of this period the contract can be renewed or terminated.
- 17.6** The election or promotion of members of the academic staff shall be decided following the report of the special committee constituted in accordance with the Regulations referred in Annex 2.
- 17.7** The posts of Professor and Associate Professor shall be filled by an announcement.
- 17.8** The post of Assistant Professor shall be filled by an announcement and in the case where the position is not filled after an announcement or where a rare specialisation is requested, the position is filled by promotion
- 17.9** The post of Lecturer is filled by an announcement.
- 17.10** The decisions of the Senate concerning the election and the promotion of academic staff are subject to the approval of the Council of the University for their legal basis.

18.0 QUALIFICATIONS OF ACADEMIC STAFF

18.1 The qualifications required for the post of Lecturer shall be a doctoral degree (Ph.D, DBA, Ed.D e.t.c.) awarded by a recognized University and evidence of competence in University teaching and research.

18.2 The qualifications required for the post of Assistant Professor shall be the same as those required for the post of Lecturer and, in addition, at least three (3) years of autonomous university teaching and research work after the award of the doctoral title, at a recognized university or centre. Furthermore, at least three original publications in international scientific journals of established reputation or other publications of recognised merit during the last three years shall be required.

18.3 The qualifications required for the post of Associate Professor shall be the same as those required for the post of Assistant Professor plus eight (8) post doctorate-years of College/University teaching and research experience. In addition, the Associate Professor should have demonstrated significant credentials in Teaching, Scholarship, Research Administration, and contribution to society

The position of Associate Professor recognises proven achievement. It is not a recognition of potential achievement.

18.4 The title of Professor will be conferred only after thorough evaluation against demanding criteria which clearly reflect the role and objectives of the University. A Professor should meet the criteria applicable for appointment to an Associate Professor.

In addition, the holder has demonstrated a very high level of academic and professional leadership over a period of twelve (12) years.

The post of Professor recognises proven achievement. It is not recognition of potential.

18.5 In rare cases and following substantiated recommendation, shall the requirements for teaching in universities not be required

18.6 The members of the Special Teaching Staff are:

(a) employed on a full-time basis in teaching, research and other relevant academic affairs

(b) primarily responsible for the development, implementation and continuous evaluation of the programs of study, as well as the undertaking of research and the provision of guidance to students

(c) involved in the dissemination of scientific and scholarly information and development of the wider society

(d) Timetable — Weekly Schedule

(i) Full time Special Teaching Staff have to be on the University campus for a minimum of fifteen hours (15) a week, in addition to the hours of teaching, and to provide all forms of teaching, research-scientific and administrative work

(ii) Hours of teaching and presence on the University premises for Special Teaching Staff shall not be less than five (5) days a week. Supervision is carried out by the Chair of the Department

19.0 EMERITUS PROFESSORS, VISITING PROFESSORS AND POST-GRADUATE ASSOCIATES

19.1 The University may utilize the services of Emeritus Professors, Visiting Professors, and Post Graduate Associates.

19.2 Emeritus Professors belong to the Teaching Research Faculty of the University.

19.3 Emeritus Professors

19.3.1 The Senate following the decision of 2/3 of the Department Council, can with an absolute majority vote, confer the title of Professor Emeritus to a Professor of the University or following their retirement. This title is conferred in recognition of distinguished educational and scientific achievements, beliefs in democratic ideals and invaluable contribution to society. The title is awarded for outstanding achievement in any of the above. Emeritus Professors participate in academic life through teaching, as members of special recommendation Committees and as members of research Committees.

19.3.2. The title of Professor Emeritus may in exceptional cases be suspended or removed, following a majority vote of 2/3 of the Senate, owing to very serious reasons.

19.4 Visiting Professors

19.4.1 With the decision of the Senate following the proposal of the relevant Dean and the submission of an application by the Chair of the

Department, Emeritus or Visiting Professors are invited for a year. These Professors are Greek or international scholars with a seat at a local or foreign University and they have a corresponding position. Their invitation to serve at the University can be renewed.

19.4.2. The proposal to have a Visiting Professor should be substantiated with evidence concerning the specific educational needs that need to be met and it should be submitted well in advance to the Dean from the Chair of the Department.

19.4.3 The affiliation of Visiting Professors to the University may be on a full-time or part-time basis subject to the academic needs they are called to satisfy.

19.4.4 The monthly salary of Visiting Professors from abroad is equal to the salary, and allowances of full- time academic faculty of Philips University who hold a position of the same rank.

19.4.5 The salary of Visiting Professors invited from abroad to teach three (3) hours a week, is $\frac{1}{4}$ of the salary of full-time academic faculty who hold a position of the same rank.

19.5 Post-graduate Associates

19.5.1 Post-graduate Associates are graduates who do not hold a PhD and are not Lecturers. The duties of Post-graduate Associates are determined by the relevant Chair of the Department. Post-graduate Associates offer assistance in teaching and in holding exams, in the context of the decisions of the relevant Department for the period they remain at the University completing their doctoral research. Their work includes tutorials and seminars, laboratory work and other related activities aiming at consolidating students' knowledge.

19.5.2 The salaries of Post-graduate Associates correspond to the salaries of the members of Special Teaching Staff of the University.

19.6 Scientific Collaborators

19.6.1 Scientific Collaborators are recognized authorities with research, instructional and/or professional experience. They are appointed by the University for research and/or teaching on a contractual basis for one or two academic semesters, which are renewable. The involvement of Scientific Collaborators in teaching at the University aims at enriching programs of study due to the significant experience and expertise of these individuals.

19.6.2 In terms of research, Scientific Collaborators enrich and enhance research at the University. Each Department identifies and attracts

individuals with the required qualifications and experience, and submits its proposal via the Department Council and then the School Council to the Senate, which after approving the proposal submits it to the University Council for ratification.

20.0 SPECIAL TEACHING STAFF (STS)

- 20.1** Every Department of the University can have Special Teaching Staff, at a number which does not exceed 30% of the Faculty's Teaching Research Staff.
- 20.2** The qualifications of the members of the Special Teaching Staff, the manner of the selection process and the conditions of employment are determined by the Regulations issued by the Senate.
- 20.3** The members of the Special Teaching Staff do not necessarily have to hold qualifications equivalent to those of the teaching researching staff, however, they must possess the appropriate professional qualifications and professional experience in matters related to their duties at the University.
- 20.4** The members of Special Teaching Staff the overall operation of the University, offering specialized, technical laboratory services for the carrying out of educational, research and applied work.
- 20.5** The Senate is the body responsible for all matters pertaining to members of the Special Teaching Staff.
- 20.6** Announcement of vacancies for Special Teaching Staff is made by the Senate following the recommendation of the interested body. The announcement specifies the qualifications required for each post.
- 20.7** To obtain a Special Teaching Staff post, for performing special teaching work, it is necessary to:
- (a) hold a University degree in the subject to be taught
 - (b) hold a relevant postgraduate diploma or at least three years' professional or educational experience in a field relevant to the subject to be taught, or three related publications in scientific journals or related monographs or a combination of the above
- 20.8** Following the approval of the Senate, the relevant Faculty makes an announcement calling all interested candidates to submit an application with all the necessary attachments so as to be employed as Special Teaching Staff. The related announcement has to specify the necessary educational needs that are to be met.
- 20.9** The Announcement is published once in at least two newspapers in Cyprus.
- 20.10** Applications from interested candidates with all necessary attachments must be submitted to the Faculty Secretariat within 20 days of the last

publication of the vacancy. A Curriculum Vitae and copies of the Degrees and titles of the candidates are considered necessary attachments.

- 20.11** Within a deadline of 15 days the deadline for submission of applications, following the decision of the Senate. A Selection Committee of three members from the Teaching Research Faculty from the same cognitive field is composed.
- 20.12** The Selection Committee within a deadline of 20 days from its composition, shall submit a substantiated report to the Senate. The report should contain a hierarchical ranking of the short-listed candidates.
- 20.13** Following the approval of the Senate, the short-list is sent to the Council for confirmation.
- 20.14** The remuneration of Special Teaching Staff cannot exceed the salary scales of 8-10 of the Educational Service Commission of the Republic of Cyprus
- 20.15** Special Teaching Staff are employed on a full time basis.
- 20.16** The duties assigned to Special Teaching Staff by the relevant bodies, include:
- (a) the provision of specialised laboratory/ applied teaching in the fields of application of the relevant sciences, including student examinations and grading, and other related work
 - (b) Monitoring of the practical experience and training of the students and participation in the supervision of the examination procedures
 - (c) active participation in collective bodies, Committee and Councils of the University
 - (d) contribution to the development of the University and general support for the development of the University
- 20.17** On a weekly basis for each semester, Special Teaching Staff have the obligation of fifteen (15) to twenty (20) hours of applied teaching of the relevant subjects and the carrying out of laboratory/applied teaching activities. Daily employment may be continuous or intermittent depending on the educational and administrative needs of academic units. Special Teaching Staff should be present at the University thirty (30) hours per week.
- 20.18** Monitoring of the employment of Special Teaching Staff is carried out by the Chair of the collective administrative body of the academic unit within which the member works or has been placed by the Senate.

21.0 ADMINISTRATIVE STAFF

- 21.1** Administrative staff are employees of Philips University. They have professional or administrative responsibilities in the central and departmental administration. They assure the provision of services essential to the support of the education and research objectives of Philips University, whether within academic departments or in such central functions as financial and human resources administration, the library system, medical, student services, information systems and technology, public affairs, resource development, and operations. Typically, each staff member has a title descriptive of their function of administrative responsibility.
- 21.2** Requests to fill administrative staff position are submitted by the department through the appointment process and forwarded directly to the Human Resources Manager or through the appropriate Vice-Rector or Dean for approval of an unbudgeted position. Administrative staff positions are generally posted on the Philips University website. Prior to the initiation of an administrative staff appointment for an individual, the affirmative action serious search requirements must have been met.
- 21.3** Administrative staff appointments are typically indefinite and without specified term. The six months of employment is a probation period.
- 21.4** The Director of Administration oversees and co-ordinates the administrative services of the University. The Director of Finance has the responsibility of overseeing and co-ordinating of the financial and technical services of the University. Both officers of the University are responsible for the smooth functioning of their services within the context of the relevant decisions of the Rector and the President of the University or the relevant Vice Rectors.
- 21.5** The Director of Administration participates in the Senate and
- 21.5.1** caters for the implementation of the decisions of the Senate Council and the Senate as well as the adherence to the Internal Regulations
 - 21.5.2** participates in the Senate Council providing recommendations and having the right of vote concerning administrative, financial, technical subjects, and issues relating to administrative staff
 - 21.5.3** the Director of Administration and the Director of Finance are appointed by the Council of Philips University following the proposal of the Founder of the University.
 - 21.5.4** administrative staff operate under the current provisions of the Regulations decided by the Senate.

- 21.5.5** the guard services of the University (guards, night guards-concierge and the technical staff of the electromechanical facilities of the University) operate on a 24 hour basis and throughout the holidays (including public holidays). The Rector's Council with its decision, may change the timetable concerning when working hours begin and end during holidays or limit working hours during the holidays.
- 21.5.6** salary ranks and other regulations concerning administrative staff correspond to those of employees of the Public Service of the Republic of Cyprus.
- 21.5.7** Administrative staff can participate in research programs for the purpose of secretarial support and financial management.

22.0 STUDIES AND STUDENT AFFAIRS

22.1 Studies- General issues

22.1.1 The Program of Studies of Philips University is based on the European Credit Transfer and Accumulation System (ECTS). Although there is no direct correspondence between ECTS and one contact hour, on average, one ECTS credit point equals between 25-30 working hours.

22.1.2 The academic year is divided into the Autumn and Spring Semester. Additionally, there is an intensive Summer trimester.

22.1.3 An academic year consists of 60 ECTS. The distribution of 60 ECTS between the two semesters that comprise one academic year, is expected to be equal, for example 30 ECTS per semester. Small inequalities are permitted, where the Winter Semester may have a higher or lesser workload, from 1 to 3 ECTS, in comparison to the corresponding Spring Semester. The intensive Summer trimester consists of 15 ECTS.

22.1.4 A subject is educational work that may take the form of an exercise, tutorial, workshop, lecture, seminar or a combination of the above, or as specified in the programs of the Department. The minimum number of members in the audience for a subject is five students. Lessons can take place with a smaller number of students, but these subjects do not count towards the teaching load of the Department.

22.1.5 An academic award (e.g. Diploma or Bachelor) is given upon successful completion of the specific subject requirements in the program/pathway, as specified by the relevant Department

22.1.6 During the first week of teaching, the instructor provides written information to the students through the Syllabus, about the structure of the subject, the objectives, the content, the bibliography, assessment and grading.

22.1.7 Philips University applies the principle of continuous assessment for each subject. Students are assessed using at least two methods for each subject, at the discretion of the instructor and with the approval of the Department. One of the methods of assessment, the final written examination, weighs 70% of the final grade and the other continuous, formative assessment, weight to 30% of the grade. The final written examination is removed as part of the assessment of the subject, only in exceptional circumstances (term

paper, group work) following the approval of the Department Council and the Dean of the School. In such a case, the final examination is substituted by another method of assessment as indicated above.

22.1.8 The reporting of scoring of the mark/score for each part of a question of a test is compulsory.

22.1.9 The carrying out of exams during the final week of teaching is not permitted. Also, exams without prior notification are not permitted. Final exams are conducted during the specified period of the Semester.

22.1.10 Oral exams are not permitted as an independent method of evaluation apart from the case of exceptional students and following the approval of the Chair of the Department and the Dean of the School. Oral examinations can only be held in addition to other methods of examination, such as mid-term exams, written work, laboratory work, internships, active participation and other methods. The specific combination and the relevant importance in the final assessment and grading of the student, is specified in the Subject Syllabus, which is given to the students prior to the end of the first week of teaching.

22.1.11 The final exam scripts are not returned to students. Students may have access to their scripts if they wish to do so. Exam scripts are destroyed a year after the exam.

22.1.12 Subject Registrations take place during the first week of the Semester.

22.1.13 Students who do not register within the specified deadlines are obliged to pay a fine of €50 per subject.

22.1.14 In all Departments, attendance is compulsory and continuous. The method of applying this regulation is at the discretion of the instructor. In exceptional cases, the student may suspend their studies for the maximum period of two semesters, following the approval of the Council of the relevant School.

22.1.15 Students organize their semester program according to the program of the Department in consultation with the Chair of the Department. Students select from the subjects offered depending on the seats available for each subject. Students can add or drop a subject the second week following the commencement of the subject. During the third week, subjects can only be dropped. Withdrawal from a subject after the third and up to the seventh week is recorded in the Analytical Statement of the Student's

Grading. A student cannot withdraw from a subject after the seventh week.

23.0 ADMISSION REQUIREMENTS

23.1 Admission to undergraduate subjects requires:

Admission of undergraduate subjects requires:

- (a) graduation from a six-year public or private school of secondary education formally registered by the Ministry of Education, Sport and Youth of the Republic of Cyprus or the Ministry of Education, Research and Religious Affairs of the Republic of Greece. In addition, evidence that the applicant is competent in written and spoken Greek or English;
or
- (b) a General Certificate of Education with a pass mark in five subjects, including two subjects at Advanced Level and Ordinary Level passes in English Language or an equivalent qualification;
or
- (c) a General Certificate of Education with a pass mark in four subjects, including three subjects at Advanced Level and Ordinary Level passes in English Language or an equivalent qualification;
or
- (d) graduation from an approved course in an accredited secondary education school of 12 years of education and, in addition, evidence that the applicant is competent in written and spoken Greek or English.

23.2 The Selection of Students to be Admitted will be carried out:

Admission of undergraduate subjects requires:

- (a) based on the overall average of a secondary school of education and evidence of a Greek or English language qualification;
or
- (b) based on the G.C.S.E/ G.C.E results of the candidates,
or
- (c) based on the candidate's Philips University entrance examination scores

23.3 Eligible candidates for admission:

- (a) graduation from a six-year public or private school of secondary education formally registered by the Ministry of Education, Sport and Youth of the Republic of Cyprus or the Ministry of Education, Research and Religious Affairs of the Republic of Greece. In addition, evidence that the applicant is competent in written and spoken Greek or English;

or

(b) a General Certificate of Education with a pass mark in five subjects, including two subjects at Advanced Level and Ordinary Level passes in English Language or an equivalent qualification;

or

(c) a General Certificate of Education with a pass mark in four subjects, including three subjects at Advanced Level and Ordinary Level passes in English Language or an equivalent qualification;

or

(d) graduation from an approved course in an accredited secondary education school of 12 years of education and, in addition, evidence that the applicant is competent in written and spoken Greek or English.

(e) the place secured by Cypriot males who have to carry out compulsory military service in the armed forces of the Ministry of Defence of the Republic of Cyprus, will be kept so that they can study at the University in the academic year starting after completion of their military service.

(f) those who do not apply for their place to be kept within the specified deadlines, will lose their place.

24.0. MATRICULATION AND REGISTRATION

The following criteria will be applied for admission into an undergraduate degree program:

(a) a School leaving certificate from an approved course in an accredited secondary school, and in addition, evidence that the applicant is competent in written and spoken Greek / English;

or

(b) equivalent qualification acquired in Cyprus or abroad;

or

(c) a School leaving certificate from an approved course in an accredited secondary school and pass in the entrance examinations of the University.

24.1 Students eligible for inclusion in the Student Register for studying on a postgraduate program are those with a good honours degree or an equivalent qualification from an accredited university

24.1.1 The subjects offered are determined by the General Meeting or meeting of the relevant Department at the end of the previous academic year, and if necessary, they are revised every April.

24.1.2 The Curriculum of teaching of each subject is designed each semester before the start of the respective semester, with the

responsibility of the Chair of the Department. It is announced to the students together with the examination program by the Secretariat of the Department. The General Meeting of the Department specifies to the extent possible, the examination program, at the beginning of each semester. The timetable includes the distribution of teaching hours over five working days a week, the instructors, and the classrooms of teaching. Continuous teaching of the same subject for more than three hours on the same day is not permitted. Student attendance at labs and tutorials is compulsory. The number of laboratory and teaching exercises is determined by the decision of the Department.

24.1.3 The teaching of core subjects is compulsory. The same applies to elective subjects, provided that at least ten (10) students register to attend lectures and five (5) to attend seminars or exercises. Following the recommendation of the relevant Department, the Dean of the School decides if a subject can be taught when less students are registered on the subject.

24.1.4 Performance on a subject is indicated by the grades given in the process of evaluating the student's knowledge. Each subject is assessed independently. Grades range from zero (0) to one hundred (100). The pass grade is fifty (50) and above. This method of grading is formulated on the scale proposed by the European Commission concerning the European Credit Transfer and Accumulation System. Exam results are announced by the instructor within fifteen days (15) after the end of the examination period and they are submitted to the Secretariat of the Department in a single document containing the results of all students. If a student fails a subject, they are obliged to repeat the subject.

24.1.5 Students who transfer or register after the first semester, are credited with subjects with the same content, which they have passed following attendance. This is done through the decision of the Dean following the recommendation of the Chair of the Department.

24.1.6 The hours of attendance and the grade of students who have attended international educational programs are converted according to the grading scale mentioned above.

25.0 GRADING SYSTEM

25.1 The assigning of grades is the exclusive right of the instructor. Change of a grade by the instructor is possible only in exceptional

cases and only with the written approval of the Chair of the Department and the Dean of the School.

- 25.2** The grading system is numerical and ranges from 0 to 100. The minimum passing grade is fifty (50).

The grading system of Philips University is according to the table below:

Grade		Description	Quality Points
A	85-100%	Pass	4.00
B+	80-84%	Pass	3.60
B	75-79%	Pass	3.30
B-	70-74%	Pass	3.00
C+	65-69%	Pass	2.60
C	60-64%	Pass	2.30
C	55-59%	Pass	2.00
D	50-54%	Pass	1.00
F	Below 50%	Fail	None
INC	Incomplete	NC	None
Auditor		NC	None
Withdrawal		NC	None

Note: The Grade Point Average (GPA) is determined by dividing the total Quality Grades Points by the total number of credits (ECTS).

25.3 MARKING SCHEME AND ASSESSMENT POLICY

- 25.3.1** The work of each student for each subject is graded according to the following grading scale: A, B+, B-, C+, C, C-, D or F. The lowest grade that is a pass is D (50%). The symbol F (Fail) means that the student is not entitled to any credits. Students who for any reason have not completed the requirements for a particular subject, do not receive credits for the subject. **The symbol (NC) does not affect the GPA.** The symbol INC (incomplete) indicates that an examination was not taken, or that part of classwork was not completed. Students receive this grade only when a small part of the work of the semester has not been completed and the student has presented convincing reasons to the instructor as to why they have not been able to complete the subject requirements during the specified timeframe. The pending work should be completed within the following semester. The instructor and the students should mutually agree on a work schedule so that the subject does not remain incomplete.
- 25.3.2** The symbol 'AU' denotes that the student attends the subject as an auditor. Students who wish to attend a subject regularly but do not wish to receive a grade or credit, may audit the subject provided that there is sufficient space and consent from the Department.
- 25.3.3** Grades awarded at the end of the semester are final grades and cannot be changed even if additional work is submitted.
- 25.3.4** Students wishing to improve their grades must repeat the subject/subjects before graduation.
- 25.3.5** Students wishing to withdraw from Philips University should consult the Chair of the Department. The official letter given to the student will indicate the date of departure from the University and the designation (NC) No credit will appear alongside to each subject.
- 25.3.6** The pass grade for each subject is 50%.
- 25.3.7** Each subject has a weight of 70% attributable to the end of semester examinations and 30% of continuous assessment.

- (a) In order to successfully pass a subject, the student should achieve the minimum grade of 50%.
- (b) If assessment of a subject is based solely on the completion of assignments, students must achieve the minimum pass grade, 50%, in order to pass the subject. The provisions of the Internal Regulations are applied for any other cases.

25.4 Compensation

- (a) A student who scores below 50%, but not below 40%, in one subject in any semester, may nevertheless pass the subject by compensation provided that their performance merits the pass.
- (b) The project in Years III and IV must be passed independently of the other subjects and may not be used as compensation for a subject failed.
- (c) The compensation mechanism does not operate where a student is required to resit one or more papers. Compensation may not be carried forward to resit examinations.
- (d) A candidate who scores less than 50% in the project and does not benefit from a discretionary recommendation issued by the examiners may submit a new project not later than two years after the submission date of the original project.
- (e) In the case of a revised project being presented for consideration in the Autumn Examination in the same year, the examiners may, at their discretion, decide not to call the candidate for a viva-voce examination.

25.5 Resit

Where a student does not pass by compensation, they will be allowed to resit the subjects fails on one or more examination occasions.

If a student has not passed a subject with the near pass mark procedure, they will be allowed to resit exams for the subject that they have not passed in accordance with the Internal Regulations.

25.6 Graduation Requirements

25.6.1 Requirements for PhD Degree

On graduation, each candidate for a Doctor of Philosophy must have:

- (a) completed successfully all the prescribed work of the examination syllabus.
- (b) as a general rule, all candidates must successfully complete 180-240 ECTS at the postgraduate level, in accordance with the provisions of the program of studies at the relevant department.

25.6.2 Master's Degree

Upon graduation, each candidate for a Master's Degree must have:

- (a) Completed successfully all the prescribed course work of the examination syllabus;
- (b) Achieved the minimum required credits of prescribed course work by completing successfully all the core, specialisations and elective subjects, as required by each program of study. As a general rule, all students must successfully complete a minimum of 90-120 European credit units (ECTS*).

* A student's Grade Point Average (G.P.A.) is determined by dividing the total number of quality points by the total number of credits (ECTS) taken.

- (c) Masters Degrees are classified as follows:

3.60 to 4.00	Distinction
3.00 to 3.59	Merit
2.00 to 2.99	Pass
Below 2.00	Fail

25.6.3 Bachelor's Degree

At the time of graduation, each candidate for an Undergraduate (Bachelor's) must have:

- (a) completed all the prescribed course work of the examination syllabus;
- (b) achieved the minimum required credits of prescribed course work by completing successfully all the core, specialisation and elective subjects, as required by each program of studies. As a general rule, all students must successfully complete a minimum of 240 ECTS;
- (c) secured a G.P.A. of at least 2.00 on courses taken successfully during the semesters 5 to 8.

A candidate who has fulfilled the requirements of the prescribed scheme of study and has satisfied the examiners shall be eligible for the conferment of an Honours Degree in one of the following classes on the basis of his Grade Point Average (G.P.A.)* .

3,60 to 4,00 : First Class

3,00 to 3,59 :	Second Class, 1st Division
2,60 to 2,99 :	Second Class, 2nd Division
2,00 to 2,59 :	Third Class

25.7 Ordinary Degree

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

- Complete successfully all the prescribed coursework of the examination syllabus
- Achieve a minimum of 240 ECTS of prescribed courses

25.8 Only subjects that have been graded with 50 and above are taken into account for the calculation of the Grade Point Average (GPA), because only those subjects can be awarded with credits. The subjects which are calculated collectively cover the required credits. This includes all the subjects that the student has successfully passed, even if they have successfully completed more subjects than their program of studies requires.

25.9 Students wishing to improve their grades in a subject which has been graded above 50, have to resit the exam. Resits are allowed only once.

25.10 If a student has repeated a subject because they have to or in order to improve their grades, and the number of credits has changed, the new number of credits will be recorded.

25.11 An Incomplete grade is given only in exceptional substantiated circumstances (certified medical or personal reasons). The procedure for grading an incomplete subject, is the following:

25.12 A form is completed by the instructor and the student is directed to the Council of the Department and the Student and Welfare Services of the University. The form contains the approval of the Chair of the Department.

25.13 There must be provisions for completing the mark before the end of the following semester.

25.14 If the mark is not completed within the agreed deadline then the incomplete mark is automatically changed to zero (0).

25.15 The marking and assessment of a thesis that is carried out for two or more semesters, is conducted in the following way:

At the end of each semester, before the final semester of completion of the thesis, the supervisor submits to the Department written assessment of the student's progress. The assessment is communicated to the student. The designation Satisfactory (S) and US (Unsatisfactory) is given in the assessment. The carrying out of

the thesis and the assessment are subject to the regulations recommended by the Council of the Department and approved by the Council of the School. The final mark of the thesis is submitted within the deadline specified for all subjects.

- 25.16** The analytic grading in all subjects, as well as all possible failures, withdrawals, or exemptions from subjects, are registered in the final report of the analytic grading. The weighting of each subject grade in European Credit Units (ECTS) is registered in the Department Study Guide and the Analytic Grade report. Additionally, each graduate is provided free of charge with a Diploma Supplement in English.
- 25.17** In the case of failure in a core subject, the student is obliged to repeat it. In the case of failure in an elective subject, the student is obliged to repeat the same subject once. Failure in any subject is recorded in the reports issued after the end of each semester as well as in the end of year reports, but not on the Diploma Supplement. It rests on the discretion of the teacher to let the student who failed to participate in the subject (which is compulsory), but the student is not credited with the ECTS of the particular subject.
- 25.18** At the end of each semester, all Departments present the grades in all subjects without name identification on scoreboards.
- 25.19** Students' objections to subject final grading, are only permitted for non academic reasons and are examined by a Department Committee, according to the rules set out by the Department.
- 25.20** Use of deceit during examinations or in the composition of a paper, which is taken into account in the evaluation of a subject, leads to the automatic/immediate referral of the student to the Disciplinary Committee of the University
- 25.21** Seven days following the completion of an examination, the final grading is submitted to the Director of Student Affairs and Student Welfare. In the case of subjects attended by more than 50 students, the final grades could be submitted 10 days after the completion of the examination. In the case of Departments being involved in the process of grade approval by the Department Council, any changes to grades, should be submitted to the Student and Welfare Services of the University within a timeframe of 10 days.
- 25.22** The Senate approves student grades and the conferring of awards.

26.0 GRADUATION

26.1 The Degree title confirms the successful completion of the program of studies and includes in writing the classification of the degree.

26.2 Students who successfully complete their program of study are invited to a special graduation ceremony where the Rector confers the titles awarded. This ceremony is held three (3) times a year after the examination period of January/February, June and September. The date and venue where the ceremony is to be held, is decided by the Council of the University.

26.3 The Degree is signed by the President of the Council, the Rector, the Dean of the School, the Registrar, and contains the official stamp of the University.

27.0 FEES

27.1 The fees for undergraduate studies, for home and international students, are €10.000,00 and for postgraduate €11.500,00 for the year of study.

27.2 Fees are revised over certain periods of time and the new fees apply only for the new students.

27.3 When fees are revised, the new proposed fees are submitted to the Minister of Education, Culture, Sports and Youth of the Republic of Cyprus, for approval and the proposed increased fees are substantiated with evidence.

27.4 Fees for Postgraduate Studies

The fees for postgraduate programs of study are determined by the decision of the Senate and the approval of the Council of the University.

28.0 STUDENT AFFAIRS: RIGHTS AND OBLIGATIONS

- 28.1** Undergraduate and postgraduate students are members of the University community. Students have to show the necessary respect for their instructors so as to ensure the effectiveness of teaching, the development of research and the monitoring of students' performance. Instructors should show the same level of respect towards their students.
- 28.2** The right to knowledge and the right of free dissemination of ideas constitute the primary rights of students.
- 28.3** Students are allowed to participate in activities of the University, for which they will be paid.
- 28.4** Students can apply their union rights. A specified space in the University will be allocated for the expression of the views of the student unions.
- 28.5** Students will be represented, where there is provision for such representation, through procedures agreed upon by student unions in conformity with the Law.

29.0 STUDENT WELFARE

29.1 Scholarships, Awards, Employment

The Senate awards scholarships to undergraduate and postgraduate students based on academic merit and need-based assistance. The number of scholarships, the fee which will be funded and further details will be determined by the Senate.

Awards which consist of a written certificate and the granting of scientific books from the field of study of the student, are provided to the student who secures the highest score in the promotion exams. This is subject to the condition that the student completed their studies within two examination periods of the academic semester. This award is also granted to every graduate with a First Class Degree provided that the student completed their studies within the first two examination periods.

Graduates who travel abroad for participation in a conference and will deliver a paper, will be reimbursed for their travel,

Travel expenses for travel within the Republic of Cyprus can be covered by the Council for up to a group of five (5) postgraduate students, who are under the supervision of an instructor. Travel expenses are covered provided that they have been approved by the Council.

PART E
COLLECTIVE BODIES

30.0 COLLECTIVE BODIES

The process of examining and taking decisions by the collective bodies of the University (the Council, the Senate Council, the General Meetings of the School, the Dean, the General Meeting of the Department, the Administrative Council of the Department and the Special Teaching Staff) is the following:

- (a) The relevant body convenes for a meeting following the invitation of the Chair or their substitute, who draws up the agenda with the co-operation of the Secretariat. Views on the subject are submitted or developed, in written form or verbally. The written recommendations are disseminated together with the Agenda by the Secretariat of the body.
- (b) If the members of the body with voting rights do not reach a consensus regarding the recommendations or proposals, there will be voting of the recommendations or proposals. A rising vote will be the method of voting. Voting by name will be carried out following the decision of the Chair or if 1/3 of the members present at the meeting requests this. In such a case, voting is carried out alphabetically following a raffle regarding the letter which will be considered first. The decisions of the body are reached when there is a majority vote of those present and when there is a quorum.
- (c) The body decides regarding every procedural issue that arises.
- (d) If more than two proposals are put forward for voting by a collective body, and none of the proposals is voted by an absolute majority, voting is carried out between the two proposals which received the most votes.
- (e) The meetings of General Meetings and Meetings of Departments and Electoral Bodies for the selection, promotion, tenure and renewal of posts of Teaching Research Staff terminate from 15 July to 31st August. In exceptional circumstances, General Meetings can be held during this period following the decision of the Senate Council.
- (f) The invitation for a meeting of the collective body is sent by the Chair (apart from exceptional circumstances), at least five (5) days in advance of the meeting.

- (g) During the first meeting of the academic year, the collective body specifies the day and time of the week that the body will convene, if there are any issues to be dealt with. In extremely urgent circumstances, the body can convene on another day and time. The body may also, following the reasoned decision of the President, convene in a venue outside of the University.
- (h) A special meeting of the body may be convened, if it is requested by 1/3 of the members of the body, or if it is decided by the Chair of the body. It is mandatory that the special meeting is held on the day and time of the regular weekly meeting, which follows immediately after the submission of an application to the Rector's Secretary. Such a request if made at least two (2) days before the above meeting.
- (i) In the absence of a quorum, the collective body shall convene anew with the same agenda within ten days of the first meeting. There shall be a quorum of the members present, which in no case can be less than three members, and especially for the Senate, which cannot be less than 1/3 of its members.
- (j) Decisions are taken by an absolute majority of the members present. Blank votes and abstentions are not counted in the result of the vote.
- (k) The agenda items shall be proposed by the Chair or by another member of the Committee designated by the Chair. The Chair may invite members of the academic community to provide clarifications prior to discussion and decision making, and they then have to leave from the meeting.
- (l) During the discussion of each issue, the Chair gives the floor to all who so request, and the time allotted to each speaker is determined by the Chair.
- (m) The Chair may interrupt the meeting for a short break. With the agreement of the body, the meeting may be adjourned for a longer period, but resumed on the same or the following day.
- (n) The Secretary of the body shall keep the minutes of each meeting. Concerning the minutes of meetings of the Senate and the Rector's Council, they shall be distributed and ratified at the same or at another meeting. The minutes shall be signed by all members present at the meeting. In the case of collective bodies, apart from the Senate and the Rector's Council, the Secretary shall have the responsibility of

keeping, drafting and writing up the minutes with the Presidency. The Minutes are signed by the President and the Secretary, needing no further ratification. Ratified minutes shall be given by anyone who has a legitimate interest. The Minutes summarize the suggestions, proposal, discussions of the meeting and render the decisions with accuracy and precision. Dictated proposal are not included in the minutes, unless they are submitted in writing.

- (o) Decisions taken by the body can be carried out prior to the ratification of the minutes, provided that the President and the Secretary take the responsibility for the validity of the draft minutes.
- (p) If a member of the collective body misbehaves during a meeting, they are asked by the President to behave appropriately. In case their behaviour deteriorates, they are not allowed to speak and the reason for this happening, is included in the minutes.

31.0 RECTOR'S COUNCIL

- 31.1** The Rector's Council convenes regularly twice (2) a month if there are issues to be discussed and holds special meetings whenever the Rector deems it necessary or if it is requested by half of its members through a relevant application. The Rector's Council is chaired by the Rector and in the Rector's absence, it is chaired by the Vice Rector.
- 31.2** Secretarial duties are carried out by the head of the Secretariat of the Rector's Council.
- 31.3** For the remainder of subjects relating to the formation and the functioning of the Rector's Council, the provisions, as set forth in the Chapter "The Function of Collective Bodies," apply.

32.0 COUNCIL OF THE SCHOOL

- 32.1** The Dean chairs the meetings of the Council of the School, and in the case of their incapacity or absence, their substitute.
- 32.2** The Council of the School convenes whenever the Dean deems necessary or whenever the Council of a Department requests it.
- 32.3** Secretarial duties are carried out by the head of the Secretariat of the School, who is appointed according to the relevant regulations.
- 32.4** For the remainder of subjects relating to the formation and the functioning of the Council of the School, the provisions, as set forth in the Chapter "The Function of Collective Bodies," apply.

33.0 COUNCIL OF THE DEPARTMENT

33.1 The Chair of the Department chairs the Council of the Department, and in the case of their incapacity or absence, their substitute.

33.2 Secretarial duties of the Council of the Department are carried out by the Head of the Secretariat of the Department or their substitute. In the incapacity or absence of the Head of the Secretariat and their substitute, these duties can be carried out by an administrative officer or a member of the Department. This can be done following the decision of the Administrative Council or the General Meeting of the Department.

33.3 For the remainder of subjects relating to the formation and the functioning of the Council of the Department, the provisions, as set forth in the Chapter “ The Function of Collective Bodies,” apply, provided that they do not conflict with the relevant regulations of the University.

33.4 The Council of the Department convenes once a month or whenever the Chair of the Department deems necessary.

34.0 COMPOSITION OF COLLECTIVE BODIES

34.1 The composition of the collective bodies of the University is determined by the relevant provisions, as they pertain in each case.

35.0 SINGLE ENTITY BODIES

35.1 The single entity bodies of the University, in hierarchical ranking are: a) the Rector, b) the Vice Rector, c) the Dean, and d) the Chair of the Department

35.2 The procedure for election of the single entity bodies of the University, and the election itself commences and finishes after the student elections by the end of June. In the event of a vacancy, the procedures shall be completed within the specified deadline as prescribed in the regulations.

PART F
ELECTIONS OF BODIES OF THE UNIVERSITY

36.0 ELECTIONS FOR RECTORAL AUTHORITIES

36.1 Elections for Rectoral Authorities are announced by the Rector's Council two (2) months prior to the expiration of the term of the Rector and Vice Rector, excluding the summer vacation months (July-August).

36.2 Elections for the selection of Rector and Vice Rector are announced to all members of Faculty at least one (1) month before they will be held. They shall be announced by the Secretariat of the Rector's Council through the Secretariats of the Departments. The announcement shall also be made to all university bodies, who will be informed about the number of representatives they have in the Electoral Board. The announcement shall state the date of election, the times of opening and closing of the voting polls, as well as the deadline for indicating the representatives of university bodies and their substitutes.

36.3 The Rector's Council, shall for this purpose, designate at least ten (10) days prior to the date of voting, a three member Central Election Committee consisting of Faculty with an equal number of substitute members, who shall be responsible for the smooth and fair carrying out of elections. One of the regular members of the rank of Professor or Associate Professor shall be appointed President of the Committee by the Rector's Council.

36.3.1 The Rector's Council shall appoint a permanent administrative officer as Secretary for every Electoral Committee.

36.4 Candidacies for the positions of Rector and Vice Rector shall be submitted to the Rector's Council and applications should be submitted to the Central Administration of the University and are placed in the Protocol of incoming documents. They shall be submitted at least five (5) working days before Election Day. The application for must include the candidate Rector and the candidate Vice Rector and shall be signed by them.

36.4.1 An application may also be submitted signed by 1/10 of the members of the Electoral Board, which shall include the candidate Rector and the candidate Vice Rector. The application will not be considered valid, if it is not accepted by a statement of acceptance by the nominees.

36.4.2 The announcement of the nomination of candidates is done by the Central Election Committee after the deadline for submission of applications. With the care of the present Rector, a sufficient number of ballots will be printed, containing the candidates for the positions of Rector and Vice Rector.

36.5 The list of electors is drawn up by the Rector's Council. The names of Faculty members is written in alphabetical order.

36.5.1 After their compilation, the lists of electors of all categories are endorsed by the Rector's Council and no further modifications are permitted. The validated list along with the rest of the election material, is delivered to the President of the Central Election Committee, and is made available to candidates.

36.6 Voting shall commence and end according to the schedule established by the Rector's Council. Before voting begins, the electoral committees confirm that the ballots are empty and seal them.

36.6.1 Voters come and vote in voting/polling departments in accordance with the program specified by the relevant decision of the Rector's Council. The Election Committees verify the identity of voters and their registration in the Electoral Register. Names of voters are marked off and voters sign beside their name on a copy of the Electoral Register.

36.7 After the end of voting, the Committees shall announce the end of voting, close the door of the room and begin the counting of votes. With the opening of the ballot box by the President, envelopes are numbered and sealed. Each ballot is numbered and its validity is checked. The President puts their initials on each ballot.

36.7.1 In light of the confidentiality of voting, ballots are invalid in the following casplaes:

(a) if they are contained within an envelope which contains spots, signs, words, provided that they are regarded as distinctive traits which manifestly breach the secrecy of voting

(b) where ballot papers are different, not the ones provided by the University to the electoral departments

(c) when there is a change in the form, content or words, underscores, spots, folds and signs on the ballot papers which appear as distinctive features and violate the secrecy of the vote

(d) when more ballots, irrespective of their validity or invalidity for the same or another candidate, are found in the same envelope,

36.8 The Electoral Committees shall keep relevant Minutes in which they will record amongst other issues, information, ballot papers (the number of registered ballot papers, voted, valid, invalid or blank ballot papers), b) the number of valid ballots according to candidacy. As voting protocol, committees use a copy of the electoral Roll signed by the voters. The Minutes and the Protocol shall be signed by the President and the members of the Committee.

36.8.1 At the end of the final check, the committees shall put in the file, the Minutes, the Electoral Rolls, the Protocol of Voting, the ballots arranged by candidacies and any other relevant documents. They then draw up a statement regarding the results and forward it to the Central Electoral Committee.

36.9 The Central Electoral Committee is responsible for deciding on objections to the procedure. Objections are submitted in writing to the individual Electoral committees or the Central Electoral Board, without interrupting voting.

36.10 For the election of candidates, the Central Electoral Committee, after examining the details of the files of the sub committees, draws up a report which includes the following: the total number of electors, the number of valid, invalid and blank ballots, including the number of votes received by each candidate. The Minutes are signed by all members of the Central Electoral Committee and are sent immediately to the current Rector.

37.0 ELECTIONS FOR DEAN AND CHAIR OF DEPARTMENT

37.1 The following common provisions shall apply to the election of Dean of the Faculty and Chair of the Department. The Dean, who has full responsibility for the legality of the procedure, convenes the body of electors to a special meeting in writing. Following the establishment of a quorum and the submission of oral and written applications for candidacy, the Dean appoints a three member committee to assist their work. If the Dean is also a candidate, the Vice Rector presides.

37.2 Secret voting takes place with ballots. The electoral committee delivers to the electorate an envelope stamped and initialled by the President of the Committee. Voters, having retired to the designated space for voting for the candidate of their choice, close the envelope and place it by themselves into the ballot. The collecting of ballots ensues and Minutes, proportionate to the adherence to the provisions governing the election of Rectors. The electoral committee submits the Minutes to the President, who announces the results of the voting.

37.3 The election of Chair of the Department is followed by the election of Vice Chair, which may also be held at the same time. The election of Vice Chair of the Department follows the same procedure as the election of Chair of the Department.

37.4 The minutes of electoral Meetings for the election of Dean, Chair and Vice Chair of the Department shall be kept by the Secretary of the Faculty or the Secretary of the Department respectively. The minutes shall be signed by the Dean and the Secretary and shall be forwarded to the Rector by the Dean for issuing the appointment.

PART G REGULATIONS

38.0 REGULATIONS OF COUNCILS AND COMMITTEES

The work of Councils and Committees is determined by the following regulations, unless the Senate decides otherwise:

- 38.1** The Chair convenes a meeting of the body through a written invitation which specifies, the date, time, place and the topics of the Agenda.

Specifically, the issues concerning the Council of Administrative Personnel are introduced for discussion following the request of the Service responsible for this, through the Rector's Council. The Council (Services) deals *ex officio* only with matters that fall under its exclusive competence and only in the event of the Services' omission of submitting a request for discussing the issue within reasonable time

- 38.2** The body is in quorum, when its members who are present at the meeting are more than those absent. Otherwise, the body can be re-convened within ten days, and will constitute a quorum irrespective of the number of members present. In any event, there is the restriction that the body cannot function unless three members three members are present.

- 38.3** The items on the Agenda are discussed in the order in which they are written on the Agenda. The order can be changed following the decision of the majority of those present. Urgent issues not contained on the Agenda can be discussed following the decision of 3/5 of the members present.

- 38.4** The floor is open to all members of the body, and they are provided with a reasonable amount of time to develop their views. The rapporteur regarding the items of the Agenda is the Chair or the member of the body who has been designated as rapporteur. Decisions are reached by an absolute majority of the members present. The Chair is responsible for the implementation of decisions, and may set up working groups to examine or carry out certain issues.

- 38.5** Minutes shall be recorded for each meeting. The Minutes, where necessary, document verbatim or in summary, the proposals, recommendations, discussions and decisions. The Minutes must also include the views presented by a minority of the members. The Secretary has the responsibility together with the Chair to prepare the Minutes. The final version of the Minutes is signed by the Chair and the Secretary and needs no further ratification.

- 39.1** Attendance of all members of Academic Faculty at meetings of collective bodies is compulsory.
- 39.2** A member of the Academic Faculty can be absent from a meeting of a collective body for one of the reasons mentioned below:
- (a) medical reasons
 - (b) sabbatical leave
 - (c) absence abroad
 - (d) teaching of a subject, holding a seminar or other serious academic obligation
- (a) If one of the above reasons applies (b, c, d), the member of Academic Faculty has to notify the Chair of the body at least 48 hours in advance of the meeting
 - (ii) in the case of (a) the member of Academic Faculty has to notify the Chair of the body before the beginning of the meeting
 - (iii) in the event of the reasons mentioned above, absence from a meeting is deemed as absence on reasonable grounds
 - (iv) all other instances of absence are examined by the Chair of the collective body
- 39.3** Two or more absences without an excuse constitute a disciplinary offence and the following apply:
- 39.3.1** If the member participates in the collective body ex-officio (Professors and Associate Professors in the Council of the Department) they are sent to the Disciplinary Committee
 - 39.3.2** If the member has been elected in the collective body, it is considered that the member has resigned from that body and will be sent to the Disciplinary Committee
- 39.4** In the case of Electoral Boards and special Committees, absences are not permitted. In the event that a member is absent without an excuse, the case is forwarded to the Disciplinary Committee.

PART H
FACULTY AND PERSONNEL ISSUES

40.0 PERSONNEL ISSUES

40.1 ELECTION OF TEACHING RESEARCH STAFF

40.1.1 The filling of vacancies and the election of members of Teaching Research Staff is always carried out following the announcement of the position by the Dean of the Faculty or following the recommendation of the Chair of the Department. The announcement specifies the rank, the area and the cognitive subject of the vacancy to be filled which shall cover the full subject area of the relevant science with at least one recognized area of specialisation.

41.0 ANNOUNCEMENT OF VACANCIES OF ACADEMIC STAFF

41.1 The announcement of vacancies of academic staff in all ranks shall be made only in the following cases:

- (a) resignation;
- (b) retirement;
- (c) termination of the employment of a Lecturer or Assistant Professor;
- (d) creation of new posts

41.2 The announcement of vacancies shall be made under the following conditions:

- (i) In case of a vacancy in the rank of Professor or Associate Professor, the announcement of the vacancy may be made either in the rank of Lecturer and Assistant Professor by decision of the Senate of the University, or in the rank of Professor and Associate Professor
- (ii) In case of a vacancy in the rank of Assistant Professor or Lecturer, the announcement of vacancy shall be made in one of these ranks

42.0 ELECTION IN THE RANKS OF PROFESSOR AND ASSOCIATE PROFESSOR

- 42.1** The Senate shall appoint a Special Committee for every election in the ranks of Professor and Associate Professor
- 42.2** The Committee shall consist of two external advisers of the same or related field of study, being university professors and coming from local or foreign universities and two internal advisers, one of whom shall be designated by the Senate as Chair of the Committee
- 42.3** The selection of the members of the Committee shall be made from a list including the names of three professors being in service from the University of Cyprus or coming from universities from abroad or Emeritus Professors and the names of two members of the academic staff of Philips University, submitted to the Senate by the Council of the relevant Department through the Dean of the relevant Faculty
- 42.4** The Chair of the Committee shall communicate to the members of the Committee all documents proving the qualifications of the candidates, within two weeks from the closing date for the submission of applications
- 42.5** The Chair of the Committee shall, within two weeks from the deadline for the submission of applications, prepare the final list of the candidates who shall be invited for an interview. The list shall include the names of candidates nominated by two or more members of the Committee, the Chair included.
- 42.6** Within two weeks from the closing date for the submission of applications, the Chair of the Committee shall invite the candidates included in the final list for an interview.
- 42.7** Within two weeks from the conclusion of the interviews, the Committee shall send to the Council of the relevant Faculty, a fully reasoned and documented report of confidential nature.
- 42.8** The Dean of the relevant Faculty shall invite the Electoral Board for a meeting within one week of the submission of the documented report of the Committee to the Council of the relevant School.

Provided further that, after the conclusion of the procedure for final appointment, a report of the Committee for each candidate will be sent to the Senate for approval.

43.0 ELECTION IN THE RANKS OF ASSISTANT PROFESSOR AND LECTURER

- 43.1** For the purposes of election in the ranks of Assistant Professor and Lecturer, the Senate shall appoint a Special Committee
- 43.2** The Committee shall consist of two external advisers of the same or related field of study, being Professors from the local Universities or from universities or from universities abroad, and three internal advisers, one of whom shall be designated as Chair of the Committee
- 43.3** The selection of the members of the Committee shall be made from a list including the names of two Professors from the local Universities or from foreign universities abroad, and three internal advisers, one of whom shall be designated as Chair of the Committee.
- 43.4** The selection of the members of the Committee shall be made from a list including the names of two Professors from the local universities or from foreign universities and the names of two members of the academic staff from Philips University, submitted to the Senate by the Council of the relevant Faculty.
- 43.5** The procedure for preparation by the Committee and the final election shall be made in accordance with the provisions of Regulations 5 and 6 of these Regulations.

44.0 EVALUATION, PROFESSIONAL ADVANCEMENT AND TERMINATION OF EMPLOYMENT OF ACADEMIC STAFF

- 44.1** Upon completion of three years of service by a Lecturer at Philips University, the procedure of their evaluation shall be activated, by which the continuation or not of their employment or professional advancement to the rank of Assistant Professor, shall be decided. In case of continuation of their employment without being advanced, the Lecturer shall, before the completion of the sixth year of their service, be obliged to request professional advancement, otherwise the procedure of their evaluation shall be activated by the University. In case of second failure to be advanced to the rank of Assistant Professor, their employment shall be terminated.
- 44.2** Upon completion of five years of service by an Assistant Professor at Philips University, the procedure of their evaluation shall be activated, by which the continuation or not of their employment or professional advancement to the rank of Associate Professor, shall be decided. In case of continuation of their employment without being advanced, the Assistant Professor shall, before the completion of the seventh year of their service,

be obliged to request professional advancement, otherwise the procedure of their evaluation shall be activated by the University. In case of second failure to be advanced to the rank of Associate Professor, their employment shall be terminated.

- 44.3** In case of termination of employment of a Lecturer or Assistant Professor, a two month notice before the end of their service shall be given.
- 44.4** An Associate Professor may, after completion of four years in that rank at Philips University, request for professional advancement to the rank of Professor. In case of failure to be advanced to that rank, they may request again for professional advancement after the completion of four years from the previous decision. Despite their failure for professional advancement, the services of the Associate Professor shall not be terminated.
- 44.5** The procedure for evaluation shall be activated by the designation of a Special Committee and of Independent Appraisers.
- 44.5.1** The candidate shall, at least one month after the designation of the Special Committee, submit an envelope for evaluation.
- 44.5.2** The content of the envelope, the manner of designation and the participation of the Independent Appraisers in the procedure shall be prescribed by Rules prepared by the Senate and approved by the Council.
- 44.6** The Special Committee shall, after having received the written evaluations of the Independent Appraisers, decide whether it will invite the candidate for an open lecture and interview, for the purpose of evaluating them for professional advancement. Otherwise, as regards a Lecturer or an Assistant Professor, the Special Committee shall decide for the continuation or termination of their employment. The procedures of taking decisions, the conduction of an open lecture and interview, as well as the preparation of the report of the Special Committee shall be prescribed by Rules prepared by the Senate and approved by the Council.
- 44.7** The Chair of the Special Committee shall submit to the Dean of the relevant School, the substantiated proposal of the Committee, attaching the written evaluations of the Independent Appraisers. The Dean shall communicate the report of the Special Committee to the candidate. The evaluations of the Independent Appraisers and the reference letters shall not be communicated to the candidate. The candidate has the right to submit their remarks in writing to the Dean within fifteen days.
- 44.8** The Dean shall examine the report of the Special Committee and any remarks of the candidate, take a decision and submit a documented report to the Senate for approval.

- 44.9** The Senate shall examine the report of the Electoral Board and communicate its decision to the Council for approval.
- 44.10** The final decision together with the report by the Electoral Board shall be communicated to the candidate by the Chair of the Council.
- 44.11** The application of the provisions of these Regulations shall be prescribed by Rules made by the Senate and approved by the Council.
- 44.12** Lecturers and Assistant Professors, being in service, may, after the completion of three and four years, respectively, in their rank at Philips University, request for advancement of the procedure of their evaluation and professional advancement, as specified in these Regulations. In this case, the continuation of their employment or not, shall be governed by these Regulations, and they may request for their professional advancement only once more.

**45.0 RULES REGARDING EVALUATION FOR PROMOTION,
CONTINUATION OR TERMINATION OF EMPLOYMENT OF ACADEMIC
STAFF**

- 45.1** No later than a month following the appointment of the Special Committee, the candidate shall submit to the Chair of the Committee an evaluation folder containing the following:
- (a) a Curriculum Vitae according to the European CV Template
 - (b) list of publications divided into different categories. For each publication, full bibliographical details should be provided, including the authors in the order they appear on the publication, and page numbers.
 - (c) summary (up to four pages) of the research work of the candidate, their current research and their future research plans
 - (d) statement (up to a page) regarding the candidate's teaching and concise presentation of the evaluation of their teaching
 - (e) report (up to a page) regarding the administrative work and other contribution of the candidate
 - (f) up to three representative samples of work, preferably publications
 - (g) names and addresses of three academic referees, whom the candidate has asked to provide recommendation letters

- (h) Optional: list of citations of their research work according to publication, and book reviews
- (i) sufficient evidence of references of significant scientific distinctions, research projects or activities with internal or external funding (role of candidate, amount of founding, list of partners), articles and books under publication or review

45.2 The Special Committee may ask the candidate to submit their doctoral dissertation, if it deems necessary. The evaluation folder should be submitted in five copies.

45.2.1 The folder can be submitted either in English or in Greek.

45.2.2 The Chair of the Special Committee communicates the entire folder to the members of the Committee within two weeks of the submission.

45.2.3 The members of the Special Committee select three Independent Appraisers, being university professors and coming from at least two different universities, in the related field of study of the candidate

45.2.4 The Chair of the Special Committee communicates the entire folder of the candidate to every Independent Appraiser, requesting an evaluation report which will answer specific questions

45.2.5 The written evaluations by the Independent Appraisers are submitted to the Chair of the Independent Committee within two (2) weeks from receiving the folder of the candidate. If one of the Independent Appraisers cannot respond to this request, they are replaced by the Special Committee

45.2.6 The Special Committee shall, after examining the folder of the candidate, the written evaluation of the Independent Appraisers, and the reference letters, will decide whether it will invite the candidate for an open lecture and interview, for the purpose of evaluating them for professional advancement. The decision is reached by majority vote. If the Special Committee decides that at the current time the professional advancement of the candidate is not successful, and the candidate is a Lecturer or an Assistant Professor whose employment can continue, the Committee recommends the continuation or not of the employment of the candidate. The Independent Appraisers can express their view and vote about these issues, without the physical presence in a meeting of the Special Committee.

45.2.7 If the Committee decides to evaluate the candidate for professional advancement, the candidate is invited to hold an open lecture on a subject of their own choice. The members of the Special Committee are present at the lecture. After the lecture, the Special Committee invites the candidate for an interview.

45.2.8 Upon completion of the procedure, the Special Committee prepares a written report to the Electoral Board. The report shall contain substantiated references to the work the candidate has submitted as well as the research, teaching, administrative and other related contribution of the candidate. The report should be documented with evidence of the decision of the Committee for promotion, continuation or termination of the employment of the candidate.

45.2.9 The recommendation of the Special Committee, and the written evaluations and two reference letters, are submitted according to the Regulations to the Electoral Board, to reach a final decision.

Appendices:

A. Indicative list of categories of publications, which the candidates undergoing professional advancement have to send

B. Sample templates of letters to be sent to Independent Appraisers

APPENDIX A: Categories of Publications (where applicable)

- (a) Books
- (b) Editing of books and/or special editions of journals
- (c) Chapters or articles in collective editions
- (d) Articles in peer review journals
- (e) Articles in conference proceedings, with peer review of the entire article
- (f) Articles in conference proceedings with peer review only of the summary
- (g) Summaries in peer reviewed conference proceedings
- (h) Publications of Working Papers or Technical Report Series
- (i) Technical References and/or related projects of research programs (deliverables of research programs)
- (j) Work under review
- (k) Work in progress
- (l) Book reviews

46.0 RIGHTS AND OBLIGATIONS OF TEACHING RESEARCH STAFF

46.1 Rights of members of Teaching Research Staff

46.1.1 Members of Teaching research Staff have the right to use the facilities of the University (libraries, studies, laboratories, e.t.c) according to the decision of the relevant University bodies.

46.1.2 The administration of the Department and the University, has the obligation, to the extent possible, to secure premises and facilities (office, office equipment) for all members of Teaching Research Staff.

46.1.3 All members of Teaching research Staff have the right to participate freely and unobstructed in the collective bodies of the Department and the University according to the relevant provisions.

46.2 BASIC OBLIGATIONS OF TEACHING RESEARCH STAFF

46.2.1 Each member of Teaching research Staff carries out their teaching duties at undergraduate and/or postgraduate level as determined by the Senate of the University, according to the needs of each Department

46.2.2 Teaching includes not only teaching duties of specific hours in subjects, workshops, tutorials, but also the substantial supervision and guidance of students for the carrying out of assignments, dissertations, and PhD research. The marking and grading of student assignments and projects, and the supervision or guidance of PhD research is also included in teaching.

46.2.3 Each member of Teaching Research Staff has to meet students for subjects concerning the educational and research procedure they are engaged in, during hours which must be announced and should not be only afternoon hours or concentrated only in one specific day. The days and hours which constitute office hours should be posted outside at the Reception area at the beginning of each semester, as well as being announced by the Secretariat of each Department.

46.2.4 They are also required to be actively involved in the administrative activities of the collective bodies and to contribute to the proper functioning of the educational and research activities of the Department.

46.2.5 Teaching Research Staff provide research (basic and applied research).

46.2.6 Teaching Research Staff have to mention the name of Philips University on all publications and academic presentations.

46.2.7 The above obligations have to be fulfilled at the premises of the University. These hours may not be less than twenty (20) hours per week.

46.2.8 Temporary Teaching Staff (Visiting professors, designated Assistant Professors and special scientists) hired on a fixed term contract

have rights and obligations commensurate with those of Teaching Research Staff, subject to restrictions imposed by the University.

46.3 Other Obligations

46.3.1 Extra employment of members of Teaching Research Staff (holding a second post, teaching part-time at another institution of Higher Education) is not permitted.

46.3.2 Teaching Research Staff are obliged to accept their appointment as members of Committees and Electoral Committees in the same or other institutions, to fulfil their administrative and other responsibilities in the Department, contributing to its proper functioning. If they are members of collective bodies, they have a duty to attend all meetings. Absence or departure prior to the end of the meeting is permitted only for non official reasons, which are notified to the President following the proposal of the Chair of the Department and the Dean of the School.

46.3.3 The date of assumption of duties of those appointed or promoted to posts of Teaching Research Staff is the date of notification of the act of their appointment.

46.4 Training of Members of Teaching Research Staff

The enriching of the knowledge of Teaching Research Staff in administrative, teaching and research matters, both in Cyprus and abroad, is carried out in the framework of the Regulations concerning University bodies. Terms of participation of Teaching Research Staff in training programs of any form, are determined by decisions of the Senate or the Rector's Council, following the proposal of the General Meeting of each Department, provided that the teaching and other work of the Department is not obstructed.

47.0 TRAINING OF ADMINISTRATIVE STAFF

47.1 With the decision of the Rector's Council, programs of introductory education, foreign language teaching, training and specialization of members of the members of Administrative Staff, may be organized.

47.2 Following the initiative of members of Administrative Staff who have similar duties, meetings may be organized during normal working hours for information and discussion of issues relating to their subject. These will be organized following relevant communication to the Rectors, without obstructing the academic work of the University.

48.0 GENERAL PROVISION

Departments are responsible for the proper carrying out and invigilation of examinations. Invigilation is carried out by Teaching Research Staff and members of temporary teaching staff and members of Special Teaching Staff. The behaviour of invigilators and their general conduct is prohibited from being offensive towards the dignity of examinees. For the written examinations, each branch of the Department sets the minimum or maximum duration.

49.0 LEAVE OF ABSENCE OF PERSONNEL

49.1 Holidays of teaching staff start on the first of July and end on the thirty first of August of each year. The commencement date may be postponed following the decision of the Senate, depending on the end of the examinations of the Semester or on other urgent activities of the University.

49.2 Apart from their holidays, members of Teaching Research Staff have to soecufy their place of residence during their period of absence from the University headquarters, where they are required by law to reside permanently.

49.3 Teaching Research Staff shall be entitled, during the period from 15 June to 15 September, leave of twenty-five (25) working days, provided that the operation of the Department where the member works, is not obstructed.

49.4 The Chair of the Department grants vacation leave to Teaching Research Staff Summer

49.5 Administrative Staff are entitled to regular leave of absence in accordance to the Code of the Ministry of Labour, Welfare and Social Insurance or in accordance with the decision of the Rector's Council.

49.6 Part of the regular leave of absence of the above categories of staff should be granted during the period from 1st to 30th of August. With the

decision of the Rector's Council, there are exceptions to this rule to ensure the proper operation of the University.

- 49.7** Leave for Special Teaching Staff and other members of the University may be granted by the Dean and the Administration respectively, in exceptional personal or family circumstances, for up to ten (10) days, following the approval of the Rector's Council. Educational and other forms of leave are issued to members of the University as defined by the Internal Regulations of the University.

50.0 DISCIPLINARY PROCEDURES

50.1 Disciplinary Procedures for Academic Faculty

Disciplinary Offences: The breach of obligations of the members of Teaching Research Staff, as they are determined by the decisions of the Senate, constitutes a disciplinary offence. A disciplinary offence is the commission of an offence or felony within the context of the University, and where the act relates to the functions of the University.

Disciplinary Offences include:

- 50.1.1** The non-timely moving to the University or the Department to which they belong to, following their appointment at the University, or the subsequent change of their permanent residence.
- 50.1.2** Unsatisfactory keeping of the Timetable, the working hours and generally failing to comply with the terms of employment of Academic Faculty.
- 50.1.3** The absence of a member of Faculty who participates in a collective body of the University from two consecutive meetings or three non-consecutive sessions in the same semester, without the Chair's permission, especially if they do not attend meetings of the relevant Electoral Boards or they do not attend the entire meeting.
- 50.1.4** The absence of a Faculty member without legal permission during the academic year.
- 50.1.5** Intentionally inaccurate use of academic title by members of Faculty.

50.2 Disciplinary Penalties and Bodies dealing with the Disciplinary Procedures for Academic Staff

50.2.1 Disciplinary penalties are: written reproach, not granting remuneration for up to three months, and in the case of a relapse, up to six months, as well as the temporary or permanent dismissal.

50.2.2 The imposed disciplinary penalties have to be commensurate with the seriousness of the offence, the specific conditions of commission of the act and the degree of the offence. The commencement of the disciplinary procedure is the responsibility of the Head of the Field, the Chair of the Department or the Dean of the Faculty for subjects within their competence. The Rector or their legal substitute, are also responsible for imposing the penalties.

50.2.3 Penalties for written warnings/reprimands, and the termination of remuneration are imposed with the substantiated decision and act of the Rector, following the hearing (written or oral explanations of the relevant issues) of the member of Faculty. An infringement of the right of the person to a previous hearing, invalidates the act of imposing disciplinary punishment. There is no such violation, as long as the person was summoned in writing and did not respond in order to provide written or oral explanations. The penalty of temporary or permanent dismissal, is imposed by the Disciplinary Council, to whose decisions members of Faculty are subjected, according to the law. In case of the imposition of a penalty by the Rector, the member of Faculty has the right within a deadline of one month from the communication of the penalty, to exercise the right of appeal towards the Senate, with the right of hearing in their presence.

50.2.4 In the disciplinary procedure, the erasure of an offence, and other matters (relation of disciplinary to criminal proceedings), there is an application of the provisions of the Code of Conduct of Personnel in a commensurate manner with the offence, unless otherwise determined by the legislation.

50.3 Disciplinary procedure of other teaching staff and other members Special Teaching Staff

In the event of the breach of duties and obligations of the members of temporary teaching staff, the provisions pertaining to Research Teaching Staff are applied in a commensurate manner. The penalty of dismissal is applied only after a prior hearing of the person, with a substantiated decision of the Senate of the University. In this case, the Senate functions as the disciplinary Council.

50.4 Disciplinary Procedure for Students

50.4.1 Sanctions/Penalties

Sanctions/Penalties shall be imposed in accordance with the procedure described below. For any other form of violation of the Regulations that falls under the criminal law, the Senate deals with it. In case of forgery or fake ID, sanctions/penalties are imposed on the students involved. The most severe punishment imposed is the exclusion from two examination periods starting from the date the Senate has reached its decision of imposing this penalty. A student for whom the disciplinary penalty has been initiated, does not obtain their degree prior to the completion of the procedure and is not exempt from any financial consequences arising from the penalty.

50.4.2 Procedure for imposition of the penalty

The teacher who notices the offence, first calls on the student and then submits a written report to the Chair of the Department. The Chair has to order an administrative inquest, which is assigned to two members of Teaching Research Staff. The findings of the administrative inquest are submitted to the General Meeting of the Department. The General Meeting of the Department decides on discharging the student of the offence or suggests the imposition of a specific penalty. The student and the member of staff who reported the offence are invited to the meeting. In the case that a penalty will be imposed, the recommendation of the General Meeting is forwarded to the Senate to reach the final decision. The student undergoing a disciplinary penalty is invited to appear before the Senate for an apology. A penalty can be imposed not in the presence of a student only if the student has refused to appear before the Senate and has already been called twice to appear before the Senate.

**PART I
GENERAL MATTERS**

51.0 ENTRY INTO FORCE

The Senate is responsible for amending and repealing the provisions of the Internal Regulations in accordance with the procedure prescribed by the law. The Senate is responsible for resolving issues that require interpretation and may arise from the application of the present Regulation.

52.0 REGULATIONS

52.1 Upon compliance to the provisions of the present law, the Council of the University may after consultation with the Senate, adopt regulations concerning the settlement of any matter concerning the organization, management and administration of the University, with respect to the following:

- (a) The organization of the University
- (b) The establishment of new Schools or the abolition of existing Schools and the establishment or abolition of Departments or Research Units
- (c) The organizations of the services necessary for the functioning of the University
- (d) The staff of the University
- (e) The requirements for admission to the University and the selection and registration of students
- (f) Discipline at the University and disciplinary procedure
- (g) Examinations or evaluation for scholarships, allowances, awards, degrees and diplomas, and the granting of degrees including honorary titles and the granting of degrees or other certificates
- (h) Tuition Fees or other matters concerning enrolment and exams, assessment, degrees, diplomas or certificates
- (i) Tuition fees, or other fees applicable for study and use of the services and facilities of the University
- (j) The affiliation of any Faculty or educational and research institution with the University and the establishment of University affiliated research units
- (k) Scholarships, awards, or student loans granted by the University or other individuals or organizations
- (l) The provision of student accommodation and the management and supervision of accommodation
- (m) The right of managing the hostel and other places of accommodation is carried out following an agreement with the owner of the person managing any hostel of other accommodation not established by the University.
- (n) The granting of pensions either through the establishment of a fund or by joining a fund managed by others

- (o) Providing accommodation for staff and students, including the construction and financing of buildings belonging to the University or any other person or organization
- (p) The establishment of a Student Union
- (q) The determination or regulation of any matter or special matter that requires or needs to be determined or regulated through this Regulation or whose determination or regulation is necessary for this Regulation. Regulations adopted by the Council may provide for the adoption of rules, either by the Council or, subject to any conditions laid down by the Regulations, by the Senate or any other person or body specified in the Regulations.

52.2 Suspension of Studies

52.2.1 Any student may apply for suspension of their studies for one or two semesters. The total period of the suspension of studies may not exceed two semesters.

52.2.2 An application for suspension of studies, fully substantiated and supported by all supporting documents, shall be submitted to the Council of the Department within a reasonable period of time prior to the commencement of the requested period for the suspension of studies

52.2.3 The Council of the Department examines the application and submits a recommendation concerning the student's application to the Council of the relevant School.

52.2.4 The Council of the Faculty decides with a majority vote whether to accept or not the application.

52.2.5 The Dean of the Faculty informs the student in writing of the decision of the Council of the School. The decision is communicated to the Chair of the Department and the Director of Student Affairs and Student Welfare.

52.2.6 The semester during which a student has suspended their studies, is not calculated as a period of study of the student.

52.3 Temporary Suspension of Studies

52.3.1 The Senate can approve student applications for a temporary suspension of their studies, when serious medical reasons impede the student from participating in the procedures of the University.

52.3.2 The semester during which a student has suspended their studies, is not calculated as a period of study of the student.

52.4 Student Exchanges

Students from Philips University have the opportunity to spend a full-academic year or semester as part of their degree either as a study or work placement among universities across Europe. Erasmus+ is the European Union's funding program for education and training, youth and sport. Philips University is an active participant in the European Commission's Erasmus Program and has links with a number of institutions.

The fundamental condition for the exchange of students from Philips University and students from Universities from abroad is the existence of approved Protocols of Co-operation between the relevant Departments of Philips University and the Universities from abroad.

52.4.1 The number of students who can be abroad at the same time cannot exceed 10% of the number of students in the Department.

52.4.2 Each Department appoints an official Exchange Co-ordinator who is responsible for all the categories of student exchanges, including the exchanges carried out in the context of the Socrates Program. The Exchange Co-ordinators communicate to the students the Program of Studies abroad which participate in exchanges and the maximum number of students who can engage in the exchange. This communication takes place at the latest at the sixth week at from the end of the beginning of the semester which precedes the semester of the proposed exchange.

52.4.3 Students who are interested in participating in exchanges declare their wish to the Exchange Co-ordinator, until the end of the 8th week of the semester which precedes the semester of the proposed exchange.

Philips University participates in the Erasmus+ Program, which encourages students and staff mobility for studies and work, and promotes cooperation between universities. It also implements the rules set by the European Credit Transfer and Accumulation System (ECTS), which allows the mutual recognition of the programs of study involved.

Erasmus students are not required to pay any university fees to the partner university they are attending. Erasmus funding is available for students as well for staff.

53.0 ASSESSMENT

Postgraduate students are assessed in accordance with the postgraduate program and the Regulations concerning Postgraduate Studies. The evaluation of the postgraduate thesis is carried out by a three member Committee, composed of the supervisor of the student, and two members of Teaching Research Staff. One of the two members of Teaching Research Staff, can be from the Department and the other can be from another local or international University, or a researcher from a recognized research Center or Institute.

54.0 STUDENT'S GUIDE

54.1 The Student's Guide is approved by the Department in April each year and is disseminated to students at the beginning of the following academic year.

54.2. The Student's Guide includes:

- (a) The program of undergraduate and postgraduate studies
- (b) The Internal regulations of the Department
- (c) Scholarships, awards
- (d) Information about the administration of the University, the Schools and the Departments
- (e) The names and titles of teaching staff of the Department
- (f) Information about the studies, laboratories and libraries of the Department

55.0 POSTGRADUATE STUDIES RULES

55.1 Structure of the Program of Studies

According to Autumn and Spring semesters, the intensive summer session and the program of study is decided by the General Meeting of each Department. The academic work of the academic year is structured into Autumn and Spring semesters and the intensive Summer session. The precise date of commencement and ending of the semester are determined each year by the decision of the relevant Department.

55.1.2 The Internal Regulations of the Department determine the dates and the enrolment of the interested students, and the descriptions of the elective subjects offered each semester.

55.2 Duration of Studies

The duration of studies of the Postgraduate Program of Studies, which leads to the award of a postgraduate diploma or MA, is determined by the specific approval from the Senate and is not less than twelve (12) months.

55.3 Organisation of Teaching

55.3.1 Teaching at the postgraduate level is conducted according to the Timetable, which is planned at the responsibility of the Chair of the Department and is announced by the Secretary.

55.3.2 The distribution of the teaching load into the semesters is organised in such a way so that the time periods for the teaching of the subjects (lectures, seminars), the practical exercises, the research and the writing up of the thesis, are known in advance.

56.0 COOPERATION WITH OTHER UNIVERSITIES

56.1 The University, aiming at the better utilization of its personnel and its facilities, and to further its achievements, seeks to co-operate with other Higher Education Institutions from Cyprus and abroad.

56.2 The specific agreements for co-operation between the University and other Higher Education Institutions, are approved by the Senate and a special Protocol is signed by the Rector and the representatives of the corresponding Higher Education Institution.

56.3 Co-operation Agreements cannot infringe the principles of operation of the University.

56.4 For the development of relations between Universities, the necessary administrative support is provided from the respective International Relations Departments in the context of their responsibilities.

57.0 CULTURAL, PROTOCOL AND CEREMONIAL AFFAIRS

57.1 The University considers the organization of cultural events aimed at a general development of the cultural sphere of Academic Faculty, as a necessary supplement to the educational and research activities of the University.

57.2 Expenses for the organization of such events may be covered in whole or in part by the budget of the University, following a decision of the Rector's Council.

57.3 The University participates in events of protocol and ceremonial nature, where the University's presence is deemed necessary for national and social reasons.

57.4 The responsibility for the overall organisation of the above events is the responsibility of the Public Relations Department of the University.

58.0 USE OF FACILITIES AND RESOURCES

- 58.1** All undergraduate and postgraduate students have the right to use the facilities and resources of the University in the context of completing their program of studies. After the time allocated for the use of facilities and resources by the students, according to the program of studies, the students are obliged to return the facilities and resources in the same good condition that they were given to them.
- 58.2** All undergraduate and postgraduate students have the right to use the Library of the University, where the presentation of the Student Identity Card will allow them to borrow books for a specific period of time. The return of borrowed books, journals, etc, is a prerequisite for the awarding of their degree, unless the Rector's Council decides otherwise.
- 58.3** The use of the facilities of the University by student clubs and groups of students for meetings or meetings constitutes one of the rights of students, unless the educational process is obstructed. The Chair of the relevant Department must approve the right to use the specific room. Student events in venues which fall under the responsibility of the Dean or the Rector require prior written approval by the respective body.

59.0 PUBLIC HOLIDAYS

Subjects and exams do not take place on the following dates:

Winter Semester:

1st of October

28 October

17th of November

Christmas Holidays (23rd of December to 6th of January)

30th of January

Spring Semester:

Green Monday

25th of March

1st of April

Easter Holidays (Good Monday to Sunday)

1st of May

Day of the Holy Spirit (Kataklysmos)

14th November is also a holiday celebrating the Name Day of the Saint of the University.

No public holiday is transferable in the event of this falling on a Saturday or Sunday or in the event of two holidays falling on the same date.