

Doc. 300.3.2

Date: 1 September, 2020

Higher Education Institution's Response

(Departmental)

- Higher Education Institution: PHILIPS UNIVERSITY
- Town: Nicosia
- School/Faculty: Law
- Department: Law
- Programme(s) of study under evaluation
Name (Duration, ECTS, Cycle)

Programme 1

In Greek:

Πτυχίο Νομικής

In English:

Bachelor of Laws (LL.B)

Programme 2

In Greek:

N/A

In English:

N/A

Programme 3

In Greek:

N/A

In English:

N/A

- Department's Status: Choose status



The present document has been prepared within the framework of the authority and competencies of the Cyprus Agency of Quality Assurance and Accreditation in Higher Education, according to the provisions of the “Quality Assurance and Accreditation of Higher Education and the Establishment and Operation of an Agency on Related Matters Laws of 2015 to 2019” [N. 136 (I)/2015 to N. 35(I)/2019].

A. Guidelines on content and structure of the report

- *The Higher Education Institution (HEI) based on the External Evaluation Committee's (EEC's) evaluation report (Doc.300.3.1) must justify whether actions have been taken in improving the quality of the department in each assessment area.*
- *In particular, under each assessment area, the HEI must respond on, without changing the format of the report:*
 - *the findings, strengths, areas of improvement and recommendations of the EEC*
 - *the deficiencies noted under the quality indicators (criteria)*
 - *the conclusions and final remarks noted by the EEC*
- *The HEI's response must follow below the EEC's comments, which must be copied from the external evaluation report (Doc. 300.3.1).*
- *In case of annexes, those should be attached and sent on a separate document.*

1. Department's academic profile and orientation

Sub-areas

1.1 Mission and strategic planning

1.2 Connecting with society

1.3 Development processes

Philips University appreciates both the positive comments and the constructive recommendations given by the External Evaluation Committee (EEC) in its Evaluation Report dated 19 August, 2020. **The University has accepted, has adopted and has already implemented the recommendations of the EEC, as follows:**

STRENGTHS:

1.1.1

EEC: The Department has formally adopted a mission statement, which is available to the public and easily accessible.

1.1.2

EEC: The Department has developed its strategic planning aiming at fulfilling its mission.

PHILIPS UNIVERSITY: Both the above quality indicators / criteria were awarded 5/5 by the EEC, which obviously do not substantiate the “non-compliant” rating of the EEC (probably by a typo).

EEC: “There exists a very enthusiastic core of junior and perhaps (although less so) mid-tier academics, who are the driving force of the law school, and who will hopefully carry its banner and lead it in the near future but also maintain its research and teaching quality. The Committee was impressed by the fact that the aforementioned are forward thinking colleagues who, besides their teaching, are trying to foster a culture of research, which will give credence and credibility to the law school”.

PHILIPS UNIVERSITY: The University is gratified with the above comments of the EEC.

EEC: “All participating members made every effort to address our questions. We thank them for their cooperation”.

PHILIPS UNIVERSITY: Philips University appreciates the above comments of the EEC. We thank them for their cooperation. We also provide as Appendix supplementary documents which were sent to the EEC upon their request, during the visit which we deemed necessary for certain clarifications on the part of the Law Department of Philips University and which had to do with the following issues (APPENDIX I):

- (a) During the evaluation, it was realized that the EEC members had the misunderstanding that we offer two programmes of Law (one in the Greek Language addressed to Greek and Cypriot students and one in the English Language addressed to International students). To avoid this misunderstanding, Philips University immediately after the evaluation session was completed, sent a clarification and confirmation certifying and stating clearly that Greek will be the only language of instruction of the programme, and that the programme, based on programs in Greek Law Schools, is addressed to Greek and Cypriot students and not to International students. Please note that the English version which was in the possession of the EEC was a pure translation of the Greek programme following the rules and regulations of the Cyprus Agency of Quality and Accreditation in Higher Education (CYQAA).

(b) In addition to the clarification certificate the following documents were also sent to the EEC: annual performance evaluation system, monitoring review, learning outcomes, teaching and learning methods, intellectual skills, practical skills, transferable skills and personal qualities, and assessment methods etc. which by themselves answer a number of questions which were raised by the EEC in their report.

AREAS OF IMPROVEMENT AND RECOMMENDATIONS

EEC: “---the way this degree is structured makes it a Degree on Greek law only (with some optional modules on Cypriot law). It cannot be offered in any language other than Greek and in language other than Greek---”.

PHILIPS UNIVERSITY: It is clarified that this Law programme is offered only in Greek, and it consists of

- (a) Core courses (200 ECTS)
- (b) Greek Law and Cypriot Law Elective courses (40 ECTS)

1.1.4

EEC: “Although the programme of study in question reflects that of a Greek Law School, it is not in line with other European and International practice in its current form”.

PHILIPS UNIVERSITY: The Law Programme of study at Philips University reflects those programmes of Greek Law Schools, which are fully compatible with **Continental European Higher Education Institutions (not with the British ones)**. The courses of the Greek Law Programmes are drawn from the finest existing academic traditions (eg criminal law, criminal procedure follows the German model, commercial and civil law follow the French model, while there is an extensive range of international law related courses that can be found in most top-tier European universities.

In addition, the reason that the Law Programme at Philips University reflects those programmes of Greek Law Schools, is that the programme is addressed to Greek and Cypriot students, therefore has to be recognized by the official **Qualifications’ Recognition Body of Greece (DOATAP)**. For this reason, it has to be equivalent to the Law programme offered at Greek Universities. Such programme are also accepted in Cyprus and the European Union countries.

1.1.5

EEC: “There was no evidence that the wider academic community is involved in the shaping and monitoring of the implementation of the strategies”.

PHILIPS UNIVERSITY: As far the involvement of the academic community is concerned (1.1.5.) the development of the strategic planning of the Law School that was awarded 5/5 by the EEC (1.1.2) could not have been created without the input of high reputation academics, including staff members from other departments of the University and academics from Cyprus. While the actual amounts and method of cooperation is not clearly visible in the documentation submitted to the EEC, the only way a Law School can develop at all levels is through the close cooperation between the administration and the academic community.

The Academic Staff including previous faculty members and visiting faculty members of a wide range of Universities of Greece (Kapodestrian, Greete, Salonica, Democriton etc.) have been involved in the creation and further development of Philips Greek Law Programme.

In addition, in each school of the University there is an advisory Board, consisting of stakeholders.

1.1.6

EEC: “No evidence has been provided as to the involvement of such stakeholders in the development of the Department’s strategy. In particular, there does not appear to be any input from the Cypriot Bar”.

PHILIPS UNIVERSITY: Given the negative assessment, the University would like to emphasize that the Law School systematically consulted the **former Attorney General of Cyprus, the Honourable Mr. Petros Clerides**, for many aspects concerning programme development, while he was also present during the zoom meeting on 17 August, 2020 with the EEC.

1.2.1

EEC: “It is unclear which society is in question here. Given that the law school operates in Cyprus, Cypriot society is not served here to a great degree, since its intended audience is predominantly, if not wholly, from mainland Greece”.

PHILIPS UNIVERSITY: Philips University grew out of Philips College which has a proud history and considerable impact and contribution to the Cypriot society for more than forty years. The University aims at extending this impact through the Law School as well.

Apart from the purely academic aspect, which is served by the function of a high level law school, the university as a whole and the law school in particular have formatted a number of positive actions that will link the law school to the society upon actual function the law school, the activities that have been described in the relevant documentation and were presented during the session with EEC will materialize as an issue of priority.

1.2.2

EEC: “There was a lot of confusion as to what precisely the offering was”.

PHILIPS UNIVERSITY: The University in its effort to avoid any further confusion, immediately after the evaluation session was completed, sent to the EEC a clarification document stating clearly that Greek is the **ONLY** language of instruction and the Greek Law programme is the **ONLY** program submitted for evaluation.

1.3.1

EEC: “There are formal procedures for the selection and appointment of staff, it however became clear that these had not been thoroughly followed in the appointment of the staff in place. An open and transparent process is required in order to attract staff of the highest calibre. Publication of the vacancies in local newspapers and the University’s website alone is not sufficient”.

PHILIPS UNIVERSITY: We agree and adopt the suggestion to publish faculty vacancies abroad as well. However, all recruitments for the Faculty of Law were made by the **Interim Governing Body** last year. Since January, 2020 the University follows the Recruitment and Selection Process as stated in the Institutional Charter of the University and in the Internal Regulations, Rules and Policies. Our objective was and is to recruit high caliber academics from Greece and Cyprus who have distinguished in their field and who meet the demanding criteria and proven achievement in the field of Greek and Cypriot Law (**APPENDIX II**).

1.3.2

EEC: “Insufficient to-the-point guidance was provided regarding the professional development of teaching staff. We do not feel there is sufficient research mentoring for mid-tier and junior staff and there is no clear plan (apart from personal statements to the contrary) about how they can progress in their research and skills at levels higher than presently”.

PHILIPS UNIVERSITY: In response to the above recommendation of the EEC, Philips University has developed a comprehensive faculty development plan (**APPENDIX III**), a detailed Research Policy (**APPENDIX IV**) and a Research Strategic Plan / Milestones (**APPENDIX V**). In addition, it is noted that the CV’s of the existing faculty demonstrate sufficient evidence of appointed academic staff having prior and relevant teaching and research in Greek and other Universities, they are members of professional law organizations and they have the appropriate research expertise to provide research mentoring to mid-tier and junior staff.

The quality of the already existing academic staff was positively commented several times in the Reports in page 20 of Doc. 300.3.1.1. it is stated that “--- the committee considers that all those teaching on the program are of high caliber”, while in page 21 of the same document the EEC emphasizes that “Teaching is undertaken by staff who are experts in their chosen fields”

Taking into consideration the recommendations of the EEC and given the fact that a transparent recruitment mechanism is already in place, the Law School will fully comply with the above in its future conduct regarding staff recruitment.

2. Quality Assurance

Sub-areas

- 2.1 System and quality assurance strategy
- 2.2 Quality assurance for the programmes of study

STRENGTHS

EEC: “Excellent facilities, good policies”.

PHILIPS UNIVERSITY: The University is gratified with these positive comments of the EEC.

EEC: “There is an excellent policy on plagiarism, but this is just one ethical issue. The policies do refer to other issues and we are satisfied there is a very good array of measures as concern student complaints on academic matter”.

PHILIPS UNIVERSITY: The University is gratified by this positive finding of the EEC.

AREAS OF IMPROVEMENT AND RECOMMENDATIONS

2.1.4.2

EEC: Quality assurance pertaining to research is limited to a self-evaluation form. There is little to no group expertise between 2 and more faculty members to ensure clusters and appropriate mentoring. Far more detailed provisions are needed.

PHILIPS UNIVERSITY: This is handled in the detailed Research Policy of the University.

2.1.4.3

EEC: The Department and its proposed programme aims to cater primarily for the Greek market. Therefore, connection with the Cypriot society, where it is physically situated, needs to be clarified. The inclusion of the sustainable development goals goes some way in assuaging concerns with respect to the global society. Our concerns relate to the local connection and civic mission every University should aspire to deliver.

PHILIPS UNIVERSITY: Philips University grew out of Philips College which has a proud history and considerable impact and contribution to the Cypriot Society for more than 40 years. The University aims at extending this impact through the Law School as well.

Apart from the purely academic aspect, which is served by the function of a high level law school, the university as a whole and the law school in particular have formulated a number of positive actions that will link the law school to the society. Upon actual function of the law school, the activities that have been described in the relevant documentation and were presented during the session with EEC will materialize as an issue of priority.

2.2.2

EEC: “Although there is a good paper trail, consisting of guidance and policies, it is unclear what assessments exactly relate to”.

PHILIPS UNIVERSITY: In response to the above recommendation of the EEC, the University has broadened and has enriched the assessment methods, both Formative and Summative, which are presented in **APPENDIX VI**). Assessment is viewed as a process of gathering evidence to make decisions for a variety of purposes, including learner’s attainment of educational outcomes and teachers’ effectiveness. Programme evaluation is a systematic method of assessment related to the desired implementation or outcome of an educational innovation or programme.

Formative assessment is designed to inform students and instructors about a student’s understanding of a particular topic, or about achieving particular learning outcomes of the course. In fact, they are low-stakes or no-stakes exercises during the learning process.

Summative assessments are learning transactions, such as essays, examinations, projects, etc., which evaluate the student’s achievement and form part of the overall student’s grading in the course.

As part of its learning and teaching strategy, the Philips Law School aims to ensure that research within the programme team actively informs teaching and curriculum development. The programme responds to the key features of the University’s student as producer initiative in the following ways. Discovery, Technology, Research and Evaluation, Student Voice, support for research-based teaching and learning through expert engagement with information resources.

Assessment strategy

A variety of assessment methods are used to test subject knowledge and understanding and to enable students to demonstrate that they have achieved the learning outcomes of the programme. Many modules are assessed, at least in part, by examination which is driven by the professional bodies’ requirements. Examinations include traditional unseen papers and pre-released problem questions. Students are also assessed by coursework which includes assignments, individual group presentations and workbooks, and the School has introduced innovative assessed moots in specific modules. Written assignments may be in the form of, for example, an essay, research exercise reflective journal or writing a review. Coursework provides students with an important opportunity to gauge how they are coping with various subject areas and levels of study before having to sit an examination. These methods of assessment allow students to show how they have acquired both legal knowledge and the ability to think critically about the subject, but also allow students to reflect on the feedback for an assessed piece of work and think of ways to improve the quality of their work before sitting an examination at the end of the academic year or attempting another piece of coursework.

The assessment regime also allows students to demonstrate the acquisition of key skills. Written assignments allow students to demonstrate their ability to select, interpret and summarise legal sources and, to reflect the University’s Student as Producer ethos, they enable students to engage in the discovery mode of learning by pursuing independent research and developing their own knowledge and understanding. Both written assignments and examinations allow students to show that they have developed their literacy and proficiency in the use of technical legal language as well as having developed their ability to produce a sound argument based on coherence and logic. The development of oral skills and the ability to present a persuasive argument are assessed through presentations and mooting.

2.2.8

EEC: “- -It has to be made clear that only ONE degree is on offer namely that which is taught in Greek and that there is no alternative degree in English. Finally, there needs to be some remedial measures for the type of degree / apolytirio or other qualification required for admission... which requires proof of Greek native language skills- -”.

PHILIPS UNIVERSITY: In compliance with the above recommendation, the University is making clear and is confirming that there is only **ONE Law program of study** based on Greek law, with additional electives on Cypriot Law, which is taught only and entirely in Greek, and **only ONE degree is on offer**. We note that this was already indicated at the external examination sessions, after the relevant misunderstanding was discussed. As mentioned above, during the examination sessions, two documents were submitted by the University stating and clarifying that there would be only ONE law program taught in Greek.

Since the EEC did not recommend any changes or modifications or additions to the curriculum or to the courses of the program, the program has the following structure:

(a) Core courses (200 ECTS)

(b) Greek Law and Cypriot Law Elective courses (40 ECTS)

The complete curriculum appears in APPENDIX VII.

In addition, the admission requirements are in line with the law of private universities, and they were approved by CYQAA within the framework of institutional, departmental and other programmes of study evaluations. They are also, as EEC recommended, the same to those of other Social Sciences programs offered by the University (e.g. BA in Public Relations and Communications), already approved by CYQAA.

However, implementing further the recommendation of the EEC, and in in order to secure quality students for the Law Program, Greeks and Cypriots whose native language is Greek, the University has added for the Law Program the following additional admission criterion: **“The minimum average grade in the high school leaving certificate (Apolyterion) is 16/20. Those applicants who have lower grade average, have to go through a personal interview and the University’s Placement Test to demonstrate potential to pursue and complete the Program”.**

2.2.12

EEC: “Although the University has made considerate progress in building library and the President telling us that is expected that 30% of the budget will go to this---”.

PHILIPS UNIVERSITY: Learning resources and students support services are available apart from access to books and physical resources, the supportive material is available through Moodle VLE which increases the availability and accessibility of the content of the Law programme.

The Library provides digital access to subject resources. Services are available through partnerships with Universities in Greece. The University is a member of Cy Net. There are three IT Labs with the total capacity of 75 workstations creating an appropriate environment resources including MS Teams, MS vision, MS Project, Office 365, Visual Paradigm Mongo OB, Oracle, Matiab, Axure RP, Visual Studio, XAMPP, Android Studio Phone Cap etc.



Philips Library is a member of the Consortium of Cyprus Academic Library (CCAL), and is in close association/connected with the Library of the Kapodistrian National University of Athens. Therefore, all their law-specific holdings and law (Greek, Cypriot and other) are available to the faculty and the students of the Department of Law of Philips University, in addition to the rich law collections/databanks at the University (**APPENDIX VIII**).

3. Administration

FINDINGS

EEC: “It is clear that there exists a sound mechanism within the University, which links the Council to the various schools and departments and there are sufficient mechanisms within the law school to carry out its mission. There are sufficient detailed policies in place”.

PHILIPS UNIVERSITY: The university is gratified with this positive finding of the EEC.

STRENGTHS

EEC: “People understand and know their place well within the organisation of the Law School and the University and we were particularly impressed with the skills and work of the university’s administrative personnel and registrar”.

PHILIPS UNIVERSITY: The University is gratified with the above positive and constructive comments of the EEC.

AREAS OF IMPROVEMENT AND RECOMMENDATIONS

3.5

EEC: Despite the existence of a detailed regulatory framework, it is not clear that some of the decisions taken to date have transparency. This particularly applies to the procedure framework in order to recruit and appoint staff.

PHILIPS UNIVERSITY: Both the University Charter and the Internal Regulations, Rules and Policies of Philips University provide detailed framework, guidelines and procedures concerning transparency, The statutory bodies of the University follow them punctually and with distinction. Especially the procedure framework for recruiting and appointing faculty/staff is very explicitly presented in both the University Charter and the Internal Regulations, Rules and Policies (**APPENDIX II**).

The objective of the University concerning the Law Program is to recruit high calibre academics from Greece and Cyprus, with an excellent command of the Greek language, have distinguished in their field and who meet the demanding criteria and proven achievement in the field of Greek and Cypriot Law. It is important to mention that the quality of the faculty teaching in the Law Program was positively commented several times in the EEC Reports. More precisely, on page 20 of the Document 300.3.11.1 it is stated that: “...the Committee considers that all those teaching in the programme are of high calibre”, while on page 21 the EEC emphasises that “Teaching is undertaken by staff who are experts in their chosen field”.

4. Learning and Teaching

Sub-areas

4.1 Planning the programmes of study

4.2 Organisation of teaching

STRENGTHS

4.1.2

EEC: “There are mechanisms for designing, approving, monitoring and periodically reviewing the program where students and employers are also involved”.

PHILIPS UNIVERSITY: The university is gratified with this positive finding of the EEC.

EEC: “During the onsite visit, we have been impressed by the willingness and ability of certain members of staff, in particular younger ones, to respond effectively to questions and suggestions and their ability to demonstrate understanding of the modern educational experience that a student should receive”.

PHILIPS UNIVERSITY: The university is gratified with this positive finding of the EEC.

4.1.3

EEC: “The content of the programme of study, the assignments and the final exams correspond to the appropriate level as indicated by the European Qualifications Framework”.

PHILIPS UNIVERSITY: The university is gratified with this positive finding of the EEC.

4.1.5

EEC: “The programme of study integrates theory and practice in its programme design and teaching and learning”.

PHILIPS UNIVERSITY: The university is gratified with this positive finding of the EEC.

STRENGTHS

EEC: “Complete Greek Law degree leading to relevant qualification. Student-led teaching”.

PHILIPS UNIVERSITY: The university is gratified with this positive finding of the EEC.

4.1.2

EEC: “There are mechanisms for designing, approving, monitoring and periodically reviewing the program where students and employers are also involved”.

PHILIPS UNIVERSITY: The university is gratified with this positive finding of the EEC.

EEC: “During the onsite visit, we have been impressed by the willingness and ability of certain members of staff, in particular younger ones, to respond effectively to questions and suggestions and their ability to demonstrate understanding of the modern educational experience that a student should receive”.

PHILIPS UNIVERSITY: The university is gratified with this positive finding of the EEC.

4.2.1

EEC: “The Department has set out its admissions criteria however it has not set out any minimum requirement for applicants having completed secondary education in Greece or Cyprus”.

PHILIPS UNIVERSITY: The admission requirements of the Law programme are in line with the law of private universities, and they were approved by CYQAA within the framework of institutional, departmental and other programmes of study evaluations. They are also, as EEC recommended, the same to those of other Social Sciences programs offered by the University

However, implementing further the recommendation of the EEC, and in order to secure quality students for the Law Program, the University has added for the Law Program the following additional admission criteria: **“The minimum average grade in the high school Leaving Certificate (Apolyterion) is 16/20. Those applicants who have lower grade average, have to go through a personal interview and to take the University’s Placement Test in the Greek Language, to demonstrate potential to pursue and complete the Law Program”.**

4.2.2

EEC: “The recognition of prior studies and credit transfer is compliant with European standards”.

PHILIPS UNIVERSITY: The University is gratified by the positive findings of the EEC.

4.2.3

EEC: “The number of students in the teaching rooms seem to be suitable for the law teaching needs”.

PHILIPS UNIVERSITY: The University appreciates the very positive assessment on the number of student in the teaching rooms.

4.2.7

EEC: “The teaching and learning methodology as described in the course descriptions is student-centred and in principle can motivate students and lead to critical engagement with the learning process”.

PHILIPS UNIVERSITY: In response to the above recommendation of the EEC, the Law School took note of the comments of the EEC Regarding Assessment Issue and in order to ensure maximum transparency before an exam / assessment process takes place has reviewed its relevant practices as follows:

The University has broadened and has enriched the assessment methods, both Formative and Summative, which are presented in APPENDIX VI). Assessment is viewed as a process of gathering evidence to make decisions for a variety of purposes, including learner's attainment of educational outcomes and teachers' effectiveness. Programme evaluation is a systematic method of assessment related to the desired implementation or outcome of an educational innovation or programme.

Formative assessment is designed to inform students and instructors about a student's understanding of a particular topic, or about achieving particular learning outcomes of the course. In fact, they are low-stakes or no-stakes exercises during the learning process.

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As part of its learning and teaching strategy, the Philips Law School aims to ensure that research within the programme team actively informs teaching and curriculum development. The programme responds to the key features of the University's student as producer initiative in the following ways. Discovery, Technology, Research and Evaluation, Student Voice, support for research-based teaching and learning through expert engagement with information resources.

Assessment strategy

A variety of assessment methods are used to test subject knowledge and understanding and to enable students to demonstrate that they have achieved the learning outcomes of the programme. Many modules are assessed, at least in part, by examination which is driven by the professional bodies' requirements. Examinations include traditional unseen papers and pre-released problem questions. Students are also assessed by coursework which includes assignments, individual group presentations and workbooks, and the School has introduced innovative assessed moots in specific modules. Written assignments may be in the form of, for example, an essay, research exercise reflective journal or writing a review. Coursework provides students with an important opportunity to gauge how they are coping with various subject areas and levels of study before having to sit an examination. These methods of assessment allow students to show how they have acquired both legal knowledge and the ability to think critically about the subject, but also allow students to reflect on the feedback for an assessed piece of work and think of ways to improve the quality of their work before sitting an examination at the end of the academic year or attempting another piece of coursework.

The assessment regime also allows students to demonstrate the acquisition of key skills. Written assignments allow students to demonstrate their ability to select, interpret and summarise legal sources and, to reflect the University's Student as Producer ethos, they enable students to engage in the discovery mode of learning by pursuing independent research and developing their own knowledge and understanding. Both written assignments and examinations allow students to show that they have developed their literacy and proficiency in the use of technical legal language as well as having developed their ability to produce a sound argument based on coherence and logic. The development of oral skills and the ability to present a persuasive argument are assessed through presentations and mooting.



AREAS OF IMPROVEMENT AND RECOMMENDATIONS

In this section, EEC repeats recommendations made in previous sections. The University has already commented on them.

5. Teaching Staff

FINDINGS

EEC: (i) “Much care has been taken to ensure a healthy staff – student ratio. The projected 1:14 is excellent even by top standards in U.K. universities and the law school and Philips University should be commended for this”.

(ii) Excellent staff-student ration.

PHILIPS UNIVERSITY: The University is gratified with the positive findings of the EEC.

STRENGTHS

EEC: “As per our prior observation on excellent staff-student ration”.

PHILIPS UNIVERSITY: The University is gratified with this positive finding of the EEC. In addition, the quality of the Faculty teaching in the Law Program was positively commented several times in the EEC Reports. More precisely, on page 20 of the Document 300.3.11.1 it is stated that: “...**the Committee considers that all those teaching in the programme are of high calibre**”, while on page 21 the EEC emphasises that “**Teaching is undertaken by staff who are experts in their chosen field**”.

AREAS OF IMPROVEMENT AND RECOMMENDATIONS

EEC: “---should be informed about staff contracts and which full time staff reside in Cyprus, in order to ensure consistency under Cypriot Law”.

PHILIPS UNIVERSITY: All Faculty members teaching in the Law Programme were elected and appointed by the Interim Governing Board through the Selection and appointed Committee, and their contracts were examined recently during the successful Institutional Evaluation of Philips University. As for the full-time Faculty teaching in the program, all full-time Faculty members and full-time Visiting Faculty members reside in Cyprus.

6. Research

EEC: 6.1 A more clearly articulated research vision with enablers, inhibitors, indicators of success and suitable milestones is needed.

6.2 How the delivery of high-quality research is to be facilitated is not clear.

6.3 Although some provision is made re conference travel and some publication costs, the provision of sufficiently ring-fenced research time, research leave, research assistance and adequate library resources (particularly through subscription to expensive proprietary databases) are distinctly lacking.

6.4 There is no formal research element nor training envisaged in the proposed curriculum.

6.9 “Research time was not explicitly budgeted for, and as such it does not comply with European and international standards”.

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6.4 There is no formal research element nor training envisaged in the proposed curriculum.

6.9 “Research time was not explicitly budgeted for, and as such it does not comply with European and international standards”.

PHILIPS UNIVERSITY: According to University’s Research Policy, the University values and supports research activity by Faculty members as reflected by specific incentives such as: sabbatical leave, study leave, special leave, covering travelling, conferences and publishing expenses, teaching reduction load etc.

The University believes in the continuous development of its academic staff and to develop their potential and improve their performance continuously. Special care is taken to enhance a supportive environment and culture through funding and management.

The Law School gives very serious consideration to the importance attached by the EEC to issues associated with research and reflected in their comments and marking of the relevant questions.

Philips University as a whole and its Departments, that have already been evaluated, attach the utmost importance to research as an indispensable pillar for the academic development of the institution. This was reflected in the high scores awarded during the evaluation of other departments, while the Institutional Accreditation by the CYQAA also awarded our Institution with high degrees, thus proving the devotion to research as an indispensable mechanism for the development of the University. This may have not been properly communicated to the EEC.

In line with its expressed will to foster and promote research to the highest level, the University in general and the law school in particular will further elaborate research policies, outcomes and milestones as to fully comply with the observations of the EEC.

The University has developed a comprehensive research policy, which appears in the Institution's Internal Regulations, Rules and Policies, which responds and implements all the above recommendations of the EEC (APPENDIX IV). In addition, the University has developed a Research Strategic Plan / Milestones (APPENDIX V), especially for the Department of Law.

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

The CVs of existing staff demonstrate sufficient evidence of appointed academic staff having prior and relevant teaching experience in Greek Law Universities and are member of professional law organization. Research expertise and publication records are relevant in the law Programme of study.

The University has already appointed a Research Management Committee which comprises of visiting and permanent full-time faculty members, who have a long research record of international publications and research activity. The Research Management Committee implements The Research Policy. Senior faculty is engaged in this process. The Research Centre is headed by **Professor John Kaminarides, an internationally established researcher** (APPENDIX IX).

As already indicated below, Research occupies 20-30% of the total workload of a full-time faculty member.

The following guidelines are meant to help academics distribute their time accordingly over the year:

- a) Teaching time: 50% - 60%
- b) Research: 20% - 30%
- c) Administration: 10% - 15%

The University provides Faculty members who are actively involved and excel in research Teaching load reduction, Sabbatical leave, Study leave, Special leave to attend a conference or a course approved by the Dean of the school as being in the interest of the University according to the Research Policy of the University. Requests for teaching load reduction due to involvement in research are submitted to the Chairperson of Department by the pertinent faculty members, substantiated with detailed supporting documentation, well before the beginning of a semester. The Sabbatical leave is normally for twelve months.

Synergies of teaching: The faculty member teaching in the Programme have an excelled record of both already published and on-going research. The outcomes of their research are included in the teaching material and bibliography of the pertinent courses and they are presented and discussed in class. In addition, student in advanced courses are signed with research papers after.

6.7

EEC: “---no mention was made to copyright intellectual property and ownership of intellectual property rights in the documentation and discussion---”.

PHILIPS UNIVERSITY: In the University’s Research document, Policy, Regulations & Procedures, as regards the **Copyright and Intellectual Property Policy, the following is stated:**

Copyright of the thesis, or any other work in which copyright may subsist ownership of the intellectual property arising in the course of the preparation of the same material, including renewal rights of every nature, and patent rights in respect of any relevant product or process, are matters of agreement between the candidate and the Institute. It shall be the responsibility of the University to ensure, before a candidate is proposed for registration, that adequate provisions have been made in this regard.

In undertaking some postgraduate projects, it is possible that results will be generated and conclusions reached, which have exploitable consequences and/or commercial significance.

At the outset of the postgraduate project, candidate(s) and their supervisor(s) should be made aware of possible intellectual property rights and of the Institute’s provision in this regard.

1. Research collaborators shall endeavour to reach an agreement, consistent with the Regulatory framework concerning the allocation of intellectual property.
2. In the absence of an agreement between research collaborators, the allocation of copyright shall be governed by the law and the Regulatory Framework relating to intellectual property.
3. In the event that an external person has an interest in the research, the research collaborators, the University and the person shall, following with the office of Technology Transfer, establish a contract.
 - (a) Ownership of intellectual property arising out of any research related agreement.
 - (b) the rights and obligations of the parties to seek patents, and
 - (c) the entitlement of the parties to share in any associated royalties.

2. Resources

STRENGTHS

EEC: “The University has excellent budgetary planning to support all its departments and the law school in particular. The Committee is fully satisfied in this regard”.

PHILIPS UNIVERSITY: The University is gratified with the above positive and constructive comments of the EEC.

EEC: “Excellent premises that will ensure student and staff satisfaction and budgetary planning to the highest standard”.

PHILIPS UNIVERSITY: The University is gratified with the above positive and constructive comments of the EEC.

AREAS OF IMPROVEMENT AND RECOMMENDATIONS

None.

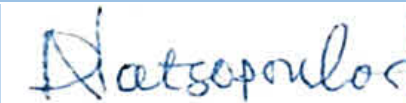





B. Conclusions and final remarks

The School of Law of Philips University has duly received and appreciates both the positive comments and the constructive recommendations given by the External Evaluation Committee (EEC) in its Evaluation Report dated 19 August, 2020. The recommendations put forward were constructive, and will certainly assist the School of Law to further improve and develop.

The University has accepted, has adopted and has already implemented the recommendations of the EEC.

C. Higher Education Institution academic representatives

<i>Name</i>	<i>Position</i>	<i>Signature</i>
Prof. Demetrios Natsopoulos	Rector	
Prof. Constantina Shiakallis	Vice-Rector	
Prof. Pavlakis Andreas	Dean, Law School	
Prof. Botsaris Konstantinos	Chairperson, Law Department	

Date: 1 September 2020



APPENDICES



LIST OF APPENDICES

APPENDIX I	Documents submitted-presented to the External Evaluation Committee on 17 August, 2020 (upon completion of the Departmental and Programmatic online evaluation) – <i>please see attached file – Appendix I</i>
APPENDIX II	FACULTY / STAFF RECRUITMENT, APPOINTMENT AND PROMOTION POLICY
APPENDIX III	FACULTY DEVELOPMENT PLAN
APPENDIX IV	RESEARCH POLICY, REGULATIONS AND PROCEDURES
APPENDIX V	RESEACH STRATEGIC PLAN AND MILESTONES
APPENDIX VI	EXAMINATION AND ASSESSEMENT POLICY
APPENDIX VII	PROGRAM CURRICULUM Α. Κατάλογος υποχρεωτικών μαθημάτων και μαθημάτων επιλογής Β. Κατανομή Μαθημάτων ανά Εξάμηνο
APPENDIX VIII	LIBRARY (Law Collections / Databanks)
APPENDIX IX	CV – Professor John Kaminarides, Director of Research Centre



APPENDIX II

Faculty/Staff Recruitment, Appointment and Promotion Policy

1.0 FACULTY SELECTION AND APPOINTMENT

Philips University recruits, selects, and appoints faculty with high potential and ability. To this end, Philips University adopts and implements the following procedure:

1.1 Faculty Selection Committee

1.1.1 The pertinent Department designates a Faculty Selection Committee, the task of which is to evaluate the candidates and make recommendations to the Council of Department via its Chair and, consequently, to the Council of School and to the Senate.

1.1.2 The Faculty Selection Committee members are as follows:

- a. The Faculty Selection Committee should consist of the full-time faculty members who hold a higher rank to the one the candidate is considered for, except for the rank of Professor, for which the faculty members should hold the rank of Professor.
- b. The Department Chair designates the Chair and the membership of the Faculty Selection Committee, which should consist of appropriate academic members (based on the nominations received) as per the Philips University Charter.
- c. The Department Chair may designate up to 2 (two) non-voting Department members holding the specialization of the applicant.
- d. The Department Chair may designate external faculty member (s) either from other departments of Philips University or from other academic institutions to participate in the Faculty Selection Committee.
- e. The Council of Department approves the composition of the Faculty Selection Committee.
- f. The Department Chair may invite Student Representatives from the Department Council to participate in the Demonstration Lecture by the candidate.

1.1.3 The evaluation items for each application are:

- a. Specialization or/and professional activities
- b. Teaching experience / skills
- c. Research
- d. References
- e. Publications
- f. Service to the community/society
- g. National/International academic recognition of accomplishment/ achievements
- h. Teaching potential and communicative abilities
- i. Invitations to teach due to reputation/or/and key note speeches
- j. Evidence of effective postdoctoral, graduate and undergraduate supervision where applicable (theses, projects, and internships).
- k. New courses developed; involvement in curriculum development.

1.2 Opening advertising faculty positions, evaluation procedures

- 1.2.1 In January, the Human Resources (H.R.) department notifies the Schools to consider possible faculty openings for the forthcoming academic year.
- 1.2.2 The Department Chair, with the approval of the Council of the Department, identifies vacant positions and forwards them to the School. After consultation with the Rector, the Dean of the School forwards the vacant positions to the H.R. department with a copy to the Rector. Vacant positions should be specific indicating position, desired rank, and specialization.
- 1.2.3 The H.R. department develops the advertising announcement and makes all necessary arrangements for its distribution to the relevant advertising media including local newspapers, higher education journals, University website as well as through Job Search agencies.
- 1.2.4 The advertising vacancy requests that the applicants should send a complete dossier, which would ideally include the following documents:

- a. Cover letter and extended CV that gives details, among others, on teaching, research, publications and service to the community;
- b. A research proposal
- c. Recommendations

1.3 Acknowledgement of receiving application and application evaluation

- 1.3.1 Applications are submitted to the H.R. department, which acknowledges the receipt of the documents and forwards the complete file containing all the documents submitted to the Selection Committee via the Dean of School and the Chairperson of Department.
- 1.3.2 The Faculty Selection Committee reviews and evaluates the applicants' credentials, selects applicants who meet the criteria, eliminates those applicants who are clearly unqualified, and decides on those candidates to invite for an on-campus interview (if possible, up to three candidates will be invited).

1.4 The Faculty Selection Committee through its Chair invites candidates for on-campus interviews.

- 1.4.1 The interview (max. 1.1/2 hrs) for each candidate is composed of two parts: One part is a discussion of the candidate's research and another part is a demonstration lecture (20-30 min) that the candidate presents to the Faculty Selection Committee. The demonstration lecture applies for the ranks of Lecturer and Assistant Professor only.
- 1.4.2 The Faculty Selection Committee evaluates candidates according to the set criteria and makes recommendations according to the policies, as to the acceptability, strengths, and weaknesses of the candidates, by vote decides on the ranking of suitable candidates.
- 1.4.3 The Faculty Selection Committee forwards its report to the Department Chair within two months after the approval of its composition by the Council of Department. The report includes the following information:
 - a. The number of applications received
 - b. The criteria used in determining the short list
 - c. The names of persons who are not short-listed, followed by relevant comments

- d. The names of persons in the short-listed are invited for the interview
- e. The final ranking of the persons that appear in the short list and the committee's recommendation.

- 1.4.4 The decision of the Departmental Council is forwarded to the Dean within 10 working days after the Chair receives the report of the Faculty Selection Committee and the accompanying application material. The Dean of School interviews the candidate and forwards his/her recommendation together with the decision of the Council of Department and all documents to the Council of School. The decision of the Council of School and all documents are forwarded to the Senate via the Rector, within 10 working days after the Dean of School receives the Decision/Recommendation of the Council of Department and the accompanying documents.
- 1.4.5 The Senate determines that all procedural guidelines were properly followed. The Senate's decision, together with all documents, is forwarded by the Rector to the University's Council for ratification.
- 1.4.6 The President makes the appointment on behalf of the University's Council.
- 1.4.7 The decision of the University's Council is forwarded to the H.R. department for appropriate action.
- 1.4.8 In consultation with the selected candidate and the Department Chair, the H.R. department clarifies the appointment's starting date and other contract details, and sends an official appointment letter to the selected candidate asking for his/her approval, with copies to the School and the Department.
- 1.4.9 Upon receiving the candidate's official positive reply the contract is signed, and the H.R. department sends the appropriate letters to unsuccessful candidates.

2.0 FACULTY PROMOTION

Faculty promotion is based on meeting the ranking and promotion criteria, competency, qualifications, experience, and excellence in teaching, research and service to the Community.

2.1 Faculty Promotion Criteria

Advancement in rank shall depend upon the faculty member meeting the six criteria listed below:

- 2.1.1 Fulfillment of the minimal criteria for appointment to rank.
- 2.1.2 Positive and substantial evidence of high competency in teaching.
- 2.1.3 Evidence of positive contribution(s) to the overall development of the individual's program area and Department.
- 2.1.4 Service to the University and Community in general.
- 2.1.5 Membership and participation in professional or learned societies of national or international significance.
- 2.1.6 Research and scholarly publications or recognized creative work in the individual's field.

2.2 Faculty Promotion Procedure

- 2.2.1 Faculty Members who consider themselves eligible for promotion have the responsibility to submit their application to the Chairperson of their Department by March 31st.
- 2.2.2 Applications received after the above deadlines are not accepted.
- 2.2.3 The Committee on Promotion shall review all requests for promotion and make its recommendations in accordance with the procedures detailed in School Bylaws and consistent with the Law, the Charter and the Internal Regulations. The Committee on Promotion has the responsibility to solicit the appropriate information in order to make recommendations for promotion with respect to the promotion criteria outlined above.
- 2.2.4 The Committee on Promotion shall consist of the following voting members:

- a. The Department Chairpersons of the School (ex officio)
- b. Two full-time Faculty members from each Department of the School.
- c. One representative Faculty member from each of the other Schools of the University.

Note: All faculty Committee members should hold a higher rank to the candidate is considered for, except for the rank of Professor, for which all faculty members should hold the rank of Professor.

- 2.2.5 There is one external reviewer who is a full-time active faculty member in the discipline of the candidate, and who holds an academic rank higher to the rank for which the faculty member is being considered. The external reviewer is not be co-author or co-presenter, nor is related to the candidate.
- 2.2.6 The Chairperson of the Committee is elected by the voting members of the Committee at the first meeting of the Committee.
- 2.2.7 The Chairperson of Department forwards the application, without comments, to the Chairperson of the Committee on Promotion, within a week.
- 2.2.8 The Chairperson of the Committee on Promotion prepares a list of prospective external reviewers. The Chairperson asks the candidate of any individual on the list she/he may have strong objection to serving as external reviewer. Then the Committee on Promotion makes the final selection of an external reviewer.
- 2.2.9 The Chairperson of the Committee on Promotion forwards copies of the candidate's academic portfolio to all members of the Committee (including the external reviewer) and arranges for a review meeting within a month from the receipt of the application from the Chairperson of the department. If the Committee requires additional information/documentation it can request it from the candidate.
- 2.2.10 The final decision and report of the Committee on Promotion is forwarded by the Chairperson of the Committee to the Council of Department via the Chairperson of Department, within a week from the conclusion of the Committee's deliberations.
- 2.2.11 The Chairperson of the Department forwards the decision of the Council of Department, the portfolio and the reports to the Council of School via the Dean of School, within a month from the date he/she receives the Committee's decision and accompanying material.

- 2.2.12 The Council of School reaches a decision after reviewing the decision of the Council of Department, the portfolio and the report of the Committee on Promotion and ensures that all appropriate criteria for promotion are satisfied and all procedures have been followed. The Dean of School then forwards the decision of the Council of School together with the decision of the Council of Department, the portfolio and the report of the Committee on Promotion to the Senate via the Rector within a month from the date he/she receives the decision of the Council of Department and the accompanying material.
- 2.2.13 The Senate reaches a decision after reviewing the decision of the Council of School, the decision of the Council of Department, the portfolio and the report of the Committee on Promotion and ensures that all appropriate criteria for promotion are satisfied and all procedures have been followed. The Rector then forwards the decision of the Senate together with the decision of the Council of School, the decision of the Council of Department, the portfolio and the report of the Committee on Promotion to the University Council via the President within a month from the date he/she receives the decision of the Council of School and the accompanying material.
- 2.2.14 The Council reaches a final decision.
- 2.2.15 The Dean of School and/or the Rector and/or the President may require from the Committee on Promotion further elaboration of specific issues / areas of the application.
- 2.2.16 The ratified final decision of the Council is communicated immediately to the pertinent Dean of School via the Rector. The candidate (with copy to the pertinent Chairperson of Department) shall be informed immediately of the decision in writing by the Dean of the School.
- 2.2.17 The approved promotion becomes effective at the beginning of the new academic year.



APPENDIX III
FACULTY DEVELOPMENT PLAN

DEPARTMENT OF LAW

1.0 Strategic Planning

The major challenge of the Department's Strategic Planning is to implement those decisions at functional levels within the University, in the framework of the overall University's and Law School's strategy. In addition to understanding the strategic level of planning as the key to transforming the University's mission and vision, the Department is more concerned in operational and tactical planning that provides the University with the tools and insight to implement the overall integrated strategic plan. The Chairperson chairs a Strategy Committee consisted of selected members of Faculty, Administration Staff, External Expert and at least one student representative. The Committee meets before the beginning of each semester. Therefore, the department is mainly responsible for planning and development and:

- [1] Identifies resource needs (faculty, staff, facilities, other) for his/her Department.
- [2] Assists the Dean of School in designing and implementing integrated long-range plans and programs of the School;
- [3] Develops annual Departmental budgets for allocating funds for instruction, research, and faculty development.
- [4] Engages in tactical planning involving the policies and procedures necessary for effective management, planning, budgeting, and assessing.
- [5] Develops indicators monitoring the progress of implementation of plans and prepares a bi-annually progress report, corresponding to the chosen planning cycle.
- [6] Engages in annual personnel review process with the purpose of linking personal development goals with the University's strategy and goals.

The Law programme at the Philips University is a specialized undergraduate program which enables students to develop their skills, knowledge and professional network to be highly employable, whether students have ambitions to practice law or enter a different field of work in Cyprus, Greece, Europe and the world.

Demand for highly qualified law professionals has been traditionally high in Cyprus and is expected to rise, since Cyprus is an international centre for services that offers unique opportunities to multinational corporations for the establishment of regional offices. Hence, there is a dramatic increase in the numbers of International and Cypriot companies active in Shipping, Finance, Accounting, Insurance, Energy and other business areas.

It is concluded that demand for Law professional will quality rise.

Cyprus is an island that has an immense opportunity to capture global business. New professions are constantly emerging that require a combination of specializations, and thus organisations are constantly hiring law consultants.

Therefore, lawyers are requested to think and act in a business oriented environment and broaden their horizons for job opportunities, and be familiar with International Law, Company Law, Human Rights etc

1.2 Strategic Development plan

A. Local external Factors

CONTEXT

Cyprus is ideally suited for international business due to the numerous benefits it has to offer. Following the intended plan, Cyprus is rapidly becoming a centre of services, successfully implementing the well thought long term Government Strategy for creating a favourable investment and tax environment, that offers unique opportunities to multinational corporations for the establishment of a regional office.

Hence the dramatic increase in the number of International and Cypriot companies active in Shipping, Finance, Accounting, Energy and other Business areas.

B. Objectives

1. Research Output/Staff Development

Each academic member will present his/hers research output to all students and staff on a yearly basis. The chairman is responsible for motivating and encouraging staff to pursue research in promising areas, beneficial to society

2. New program Introduction

By year 3 we want an operational LL.M and a PhD program

C. Strategy

The department follows a differentiation strategy in terms of curriculum design (comparative analysis of competitive programs locally and internationally), attraction and retention of high calibre students, academic and administrative staff, rigorous quality assurance procedures and

The strategies to achieve the recruitment objectives are:

- Appropriate research to ensure a sophisticated understanding of overseas countries as markets for the recruitment of international students, and of national and global trends for specific subject areas;
- Appropriate and effective promotional activities undertaken for the purpose of recruiting international students to Philips University; and
- Effective collaboration between different sections within Philips University to achieve recruitment targets.



Implementation of the strategies will be driven by 2 principles:

- Recruitment should be from a broad range of countries as possible, in order to achieve a heterogeneous student population; and
- Effective activities can only be developed with the benefit of a deep and sophisticated knowledge of a given market.



APPENDIX IV

RESEARCH POLICY, REGULATIONS AND PROCEDURES

1.0 INTRODUCTION

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

2.0 THE SCOPE OF RESEARCH POLICY

- 2.1 All academic activity at Philips University should be conducted according to good ethical practice and with the highest standards of integrity. This policy, however, sets out the principles and procedures for research. Ethical issues arising from learning and teaching should be addressed by the program or module leader seeking advice as appropriate from the Vice-Rector for Research and Innovation of the University.
- 2.2 The term *research* refers to:
 - a. original investigation leading to the creation of knowledge
 - b. replication of an investigation for the purposes of developing the researcher – this will include undergraduate independent studies and postgraduate dissertations, but also smaller scale projects that form part of a module’s assessment.
 - c. evaluation
 - d. audit

2.3 The term *researcher*, refers to:

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

3.0 ETHICAL PRINCIPLES

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

3.1 Research must be:

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

3.2 All research undertaken under the auspices of PHILIPS UNIVERSITY must meet statutory requirements. Of particular relevance is the Bioethics Law (N.150 (I)/2001 and 53 (I)/2010), the Data Protection Law (2001), the Patients Protection Law (2005), and all those laws that create the legal framework for the Cyprus National Bioethics Committee.

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

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

4.0 FUNDAMENTAL PRINCIPLES OF THE RESEARCH POLICY

- 4.1 The University wishes to remain as a Center of excellence and to keep upgrading its research capabilities. In this regard, the Vice-Rector for Research and Innovation of the University is vested with the responsibility of facilitating the research effort of the University. However, each department will be responsible for its own research just as each academic will be responsible for his own research.
- 4.2 All academics carry the responsibility of enhancing the University's research capabilities.
- 4.3 The research activities of each department should respect the research standards of the University as communicated from time to time.
- 4.4 The University will support the research capabilities and research potential of staff and students.
- 4.5 The University's research policy will be reviewed periodically with a view to bringing it in line with accepted research practices as other learned academic institutions.
- 4.6 Research work should be reviewed methodically before being published as to ensure consistency with the standards set by the University.
- 4.7 The University encourages academics to be in constant touch with new developments in the research field and to evaluate the relevance of such developments to Philips University activities.
- 4.8 The University will provide staff with advice on research.
- 4.9 Departments and academics are expected to work in unison with each other to further the research activities of the University.
- 4.10 Academics are expected to work closely with outside research bodies that impact on the University and its research activities and to ensure that the University benefits for such contacts.
- 4.11 Staff are encouraged to exchange information with respected research bodies and to make sure that ideas flow without hindrance in all directions and that such exchanges are meaningful to the University and its staff and students.
- 4.12 The University expects academics to set up research timetables and abide by these.

4.13 Academics are encouraged to find self-financing research projects.

4.14 Academics are encouraged to attend presentations, seminars and other learning activities covering research methodology and related issues.

4.15 Staff are encouraged to attend academic conferences and to read papers.

5.0 BASIC OBLIGATIONS

5.1 The primary responsibility for the selection and conduct of Research shall rest with the Researcher and to this end he or she shall:

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

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

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

5.3 The Office of the Deans of Schools shall put in place reasonable measures to ensure that students who may engage in Research are aware of: (i) their obligations in respect of academic integrity and the ethical conduct of Research; (ii) the Regulatory Framework relevant to their Research.

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

- (a) ensure that the Students have been advised of their obligations in respect of academic integrity and the ethical conduct of Research;
- (b) ensure that the Students have received a copy of the Regulatory Framework relevant to their particular Research;
- (c) provide the Students with a copy of any Research related documents which the Students have been asked to sign; and
- (d) disclose to the Students any special conditions concerning such matters as constraints on publication, limitations on future use of Data, and ownership of intellectual property that may influence a Student's decision to participate in the Research. Regulation on the Conduct of Research

6.0 OTHER OBLIGATIONS

- 6.1** A Researcher engaged in Research external to the University which is not part of her or his academic duties shall act with integrity and adhere to the highest ethical standards.
- 6.2** A Researcher who engages in Research which is not part of his or her academic duties for Persons external to the University shall:
 - (a) comply with the disclosure requirements of the Regulatory Framework governing conflicts of interest, and conflicts of commitment and consulting activities; and
 - (b) advise in writing the Person on behalf of whom such activities are undertaken that the Researcher is acting in his or her private capacity, and not as an employee or representative of the University unless the Researcher has been expressly authorized in writing so to act by his or her Chair;
 - (c) not make use of University personnel or Students, or more than minimal use of services, facilities, equipment or supplies in such Research without, in advance of such use:
 - i. obtaining written approval for such use from the Chairperson of Department and the Dean; and
 - ii. making appropriate written financial arrangements to reimburse the University in advance of such use.

- 6.3** Where appropriate, prior to granting approval pursuant to section 3.5, the Chair shall consult with the Dean of the School.
- 6.4** A Researcher shall ensure that publications do not misrepresent data or images and that the nature and purpose of any image manipulation is explained.
- 6.5** A Researcher shall comply with the accepted practice of his or her discipline relating to the publication of Research including those constraining:
- (a) the submission of manuscripts to two or more journals; and
 - (b) the duplicate publication of Data or a manuscript.
- 6.6** A Researcher shall not enter into or participate in any arrangement whereby an Agency or Person with a vested interest in the findings of Research may:
- (a) suppress any findings of the Research; or
 - (b) withhold information that may have a bearing on the interpretation of the findings.
- 6.7** A Researcher normally shall not enter into an arrangement with a Person to write or contribute to a publication without the Researcher's contribution being publicly acknowledged. Such an arrangement is only acceptable if the Researcher, if so requested, is prepared to be publicly associated with the publication.
- 6.8** A Researcher shall acknowledge his or her affiliation with the University in all publications resulting from Research undertaken while a member of the University community.
- 6.9** A Researcher who is no longer a member of the University community shall cease to indicate in publications, other than those resulting from Research performed while a member of the University community, his or her affiliation with the University in the absence of prior written approval of the Chairperson of Department.

7.0 RESEARCH-RELATED OBLIGATIONS OF ACADEMIC DEPARTMENTS

7.1 Actions

- (a) Determine the workload of a staff member and whether or not they can become involved in research supervision.
- (b) Arrange appropriate staff development for all academic staff in the Department to promote best practice in research supervision in the disciplines of the Department.
- (c) Set up arrangements of the supervision of postgraduate students within University norms.
- (d) Satisfy itself as to the appropriateness of the proposal before submission to Academic Council for approval.
- (e) Ensure that proposed research topics are within the supervisor's field of competence.
- (f) Appoint second supervisors as appropriate, particularly in the cases of novice supervisors, external research partnerships and where the subject area is of a highly complex nature or falls between disciplines.
- (g) Select and approve postgraduate students and contract staff for research.
- (h) Set up technician and administrative support for researchers.
- (i) Provide each research student with adequate facilities to enable them to carry out their tasks.
- (j) Report on any breach of agreed procedures.
- (k) Monitor the progress of postgraduate students and take remedial action when problems arise.

7.2 Oversee the preparation of the final thesis and its submission and evaluation according to the University's Examinations and Awards procedures

The University rewards members of staff who excel in research by awarding them Teaching Hours Reduction (THR). A THR may be awarded if the member of staff fulfils the conditions in one or more of the three schemes outlined below.

7.2.1 A member of staff may be awarded a THR under more than one of the schemes described below if he/she is eligible. The minimum teaching per semester can be reduced down to 3 hours per week based on the accumulated research load reduction hours.

7.2.2 All allocations of THR under the three schemes outlined below will be made after a recommendation of an ad-hoc committee chaired by the Vice Rector for Research and External Affairs. The committee will meet at an appropriate time in each semester in order to make the THR allocations in time for the preparation of the schedule of classes for the next semester.

7.3 Award of a THR for participation in research projects

7.3.1 Members of staff are eligible to apply for a Teaching Hours Reduction (THR) when conducting

funded research for the full duration and until the completion of relevant funded projects. Should their application meets with success, funded project coordinators are entitled to a three-hour teaching reduction per semester for the whole duration of the project, whereas research partners are eligible for a THR equivalent to at least one third of the duration of the project.

- 7.3.2** Based on the policy of the University with regard to THR requests, Faculty, research and Other Teaching Personnel (OTP) members are expected to submit a written request to the Chairperson of his/her Department before the beginning of the academic year/semester. The Chairperson will process the THR request by way of making a relevant recommendation to the Dean of School. The Dean will then forward his/her recommendation to the Vice Rector for final approval. After the deadline expires, applications for teaching hours reduction will not be accepted.

8.0 QUALITY OF RESEARCH

The University is committed to achieving the highest quality in its research processes. The University values research as one of its core priorities. To ensure quality in research the University shall ensure that:

- (a) The Research Policy encompasses a Research Quality Framework
- (b) The Research Quality Framework enables the Senate Research Committee to ensure that:
- (c) All research undertaken in the University is properly approved, conducted, managed and evaluated;
- (d) All research takes into account ethical and environmental considerations;
- (e) Research results are integrated into teaching and learning and evaluated for their commercial value;
- (f) There are clear mechanisms for dissemination of research results for the benefit of society and industry.
- (g) At all times the Research Policy is adequately and successfully implemented;
- (h) Researchers collaborate with internal and external partners; and
- (i) Research papers are published in reputable journals that guarantee a high citation impact.

9.0 REQUIREMENTS IN UNDERTAKING RESEARCH

- (a) Each scholar will carry out independent Research, scholarship and/or creative activities that are appropriate to their discipline. In doing so they will, individually or in collaboration with colleagues:
- i. supervise Research students;
 - ii. broadly disseminate Research results (i.e. through more than one medium or one audience) including through their teaching practices and, where appropriate, protect the results of their Research;
 - iii. be active within appropriate professional and discipline communities and external stakeholders;
 - iv. contribute to the Research environment and culture of Cyprus through activities such as mentoring, engagement in new Research initiatives and strengthening the Research infrastructure; and
 - v. participate in initiatives designed to secure financial support for Research activities from external sources (including for example, government funding, industry partnerships and contracts, philanthropic gifts, Research translation and commercialization opportunities).
- (b) The requirement to undertake Research is a career expectation and will be balanced with the other obligations of academic staff including teaching and administrative responsibilities.
- (c) Nothing in this policy is to be construed so as to prevent Heads of School from allocating teaching and other responsibilities in the light of the Research record of academic staff.
- (d) Rewards to encourage such as teaching load reduction, conference participation expenses etc, payment of extra money for research projects externally funded (EUC, ΙΙΠΕ, etc.)

10.0 STATUTORY AND ETHICS OBLIGATIONS

- (a) Academic staff and students are required to carry out their Research in compliance with all the University's obligations under legislation and any ethical and contractual obligations;
- (b) Research projects that involve human or animal subjects, including those undertaken as part of a program of study, must be approved in advance;
- (c) All Academic staff, students, and visitors of the University are required to make

themselves aware and follow the contents of the University Health and Safety Policy and the Health and Safety section of the University's website;

- (d) Academic staff and students are required to comply with the University's approach to Risk and Risk Management as detailed in the University Risk Management Policy.

11.0 COLLABORATIVE DATA

11.1 Research collaborators, at the commencement of their collaboration, shall make all reasonable efforts to reach agreement, preferably in writing, that is consistent with the law and the Regulatory Framework relating to intellectual property, on their rights to, and future use of, Data.

11.2 In the absence of an agreement between Research collaborators, their rights to and future use of the Data shall be governed by the law and the Regulatory Framework relating to intellectual property.

11.3 In the event that a dispute should arise between Research Collaborators concerning rights to and future use of the Data, the University shall assist in facilitating the resolution of dispute in accordance with section

12.0 USE OF OTHERS' WORK

12.1 A Researcher shall not knowingly engage in Plagiarism.

12.2 Upon the demonstration that a Researcher has engaged in Plagiarism it shall be presumed that the Researcher did so knowingly and he or she shall bear the burden of rebutting the presumption by evidence satisfying the Person or body investigating the matter that no such knowledge existed.

12.3 A Researcher shall obtain the prior permission of another Person before using, even with proper attribution, the unpublished work or Data of the other Person.

- 12.4** Where a Researcher has obtained access to unpublished information, concepts or Data through access to confidential information or documents, including material obtained by the Researcher as part of processes such as peer review, the Research shall not use such information, concepts or Data without the prior written permission of the author.
- 12.5** A Researcher shall not enter into, or participate in, any arrangement whereby an Agency or other Person may have exclusive use of, or access to, the Data of a Research collaborator, whether with or without proper attribution, without the Research collaborator's prior written informed consent.
- 12.6** A Researcher shall use archival material in accordance with the rules of the archival source.

13.0 COLLABORATIVE RESEARCH

- 13.1** A Researcher shall recognize in an appropriate form or manner in his or her publications the substantive contributions of all Research collaborators including Students.

14.0 AUTHORSHIP

- 14.1** A Researcher shall ensure that authorship of published work includes all those and only those who have made significant scholarly contributions to the work and who share responsibility and accountability for the results.
- 14.2** A Researcher shall ensure that where a co-authored publication is based primarily on the work of a Student, including a dissertation or thesis the Student is granted due prominence in the list of co-authors in accordance with the established practices of the discipline.
- 14.3** In the absence of an agreement between Research collaborators, the following rules shall govern the order of attribution of authorship:
- (a) authorship shall be attributed to all those Researchers who have made significant scholarly contributions to the work and who share responsibility and accountability for the results;
 - (b) attribution of authorship shall be determined according to:
 - i. the quality and quantity of a Researcher's contribution;

- ii. the extent of a Researcher's responsibility and accountability for the results; and
- iii. the best practices of the discipline;
- iv. the order of attribution of authorship shall not be affected by whether a Researcher was paid for his or her contribution or by his or her employment status.

15.0 RESPONSIBILITIES OF CORRESPONDING AUTHOR

15.1 Prior to the submission of a manuscript for publication, the Corresponding Author shall:

- (a) Ensure all persons who are entitled to co-authorship are included as co-authors;
- (b) make a reasonable attempt to obtain the consent of the co-authors to the order of attribution of authorship;
- (c) ensure that persons who have made useful contributions to the Research which do not qualify them for co-authorship, are appropriately acknowledged in accordance with the standards of the discipline and the publisher;
- (d) provide each co-author an opportunity to comment on the manuscript prior to its submission for publication; and
- (e) provide each co-author with a copy of the manuscript submitted for publication.

16.0 OWNERSHIP OF INTELLECTUAL PROPERTY

16.1 Research collaborators shall endeavor to reach an agreement, consistent with the Regulatory Framework concerning the allocation of intellectual property.

16.2 In the absence of agreement between Research collaborators, the allocation of copyright shall be governed by the law and the Regulatory Framework relating to intellectual property.

16.3 In the event that an external Person has an interest in the Research, the Research collaborators, the University and such Person shall, following negotiations with the Office of Technology Transfer, establish by contract:

- (a) ownership of intellectual property arising out of any Research Related Agreement;
- (b) the rights and obligations of the parties to seek patents; and
- (c) the entitlement of the parties to share in any associated royalties.

17.0 MODUS OPERANDI FOR COMMERCIAL EXPLOITATION OF THE IPR

- 17.1** The Philips University is entitled to commercially exploit any result obtained under its aegis (unless this entitlement is relinquished). The Office of the Vice Rector for Research and Innovation has the responsibility for administration of Disclosures and will work with the TTF of Cyprus, which has responsibility for commercialization of Disclosures.
- 17.2** The Creator/s shall notify the Office of the Vice Rector for Research and Innovation of all IP which might be commercially exploitable and of any associated materials, including research results, as early as possible in the research project. This notification shall be effected by means of an Invention Disclosure Form (contents as noted in Appendix B). In case of doubt as to whether research is commercially exploitable or otherwise, the Creator/s undertake/s to seek the advice of Cyprus Central TTF.
- 17.3** The Office of the Vice Rector for Research and Innovation shall immediately acknowledge receipt of the Disclosure Form. In consultation with the TTF and the Creator/s, shall decide whether the Philips University and the TTF has an interest to protect and exploit the relevant IPR.
- 17.4** The TTF shall communicate the decision in writing to the Office of the Vice Rector and the Creator/s by not later than three months from the date of receipt of the Invention Disclosure Form. If the Philips University and TTF decide to protect and exploit the IPR, it is understood that:
- 17.4.1 the Creator/s shall collaborate with the Philips University and the TTF to develop an action plan for the protection and commercial exploitation of the Intellectual Property (IP);
 - 17.4.2 the TTF in collaboration with the Creator/s shall ensure that third party rights are not infringed in any way through the process; and
 - 17.4.3 the Philips University/TTF shall seek to protect the right of the Creator/s to use the said IP for strictly non-commercial purposes.

- 17.5** Should the Philips University and TTF decide that there is no interest in protecting and exploiting the relevant IPR, or should it fail to inform the Creator/s about its decision within the stipulated time, the Philips University may assign all its rights, title and interest in such IP to the Creator/s concerned, whilst the Philips University retains the right to use the said IP in whichever manifestation for strictly non-commercial purposes.
- 17.6** The Creator/s shall not enter into any sponsorships or commercial agreements with third parties related to their research at Philips University without prior written authorisation by the Office of the Vice Rector for Research and Innovation. This said, it is understood that consent shall generally be granted to Creator/s for such requests as long as the Intellectual Property Rights (IPRs) of the Philips University are safeguarded; otherwise the claims on IPR expected by the third party must be agreed upon explicitly upfront.

18.0 IPR PROTECTION AND REVENUE SHARING MECHANISM

- 18.1** Some forms of Intellectual Property (IP) require active steps to be taken to obtain protection (e.g.: patents, registered trademarks and registered designs). Other forms of IP rights are protected on creation (e.g. Copyright, EU Database Rights) but still require appropriate management in order to maximise the protection available. Best practices in patent protection require that all materials made publicly available by any employees, members of staff and/or students should include a copyright notice.
- 18.2** Any decisions relating to the registration of any IP rights such as making an application for a patent or a registered trade mark or a registered design (including any decisions to continue or discontinue any such application) should be made in consultation with the Office of the Vice Rector for Research and External Affairs and the TTF. The IP registration process can be very expensive and IP protection costs should not be incurred without appropriate consideration of how such costs will be recovered.
- 18.3** Philips University's employees and students can benefit from the Revenue Sharing Scheme if their work generates income for Philips University. Note that such revenue to be shared is typically calculated after deduction of all costs incurred by the Philips University and TTF in developing, protecting, exploiting, and marketing the Disclosable Work and the Intellectual Property it contains.



APPENDIX V

RESEARCH STRATEGIC PLAN AND MILESTONES

PREAMBLE

Research and scholarship is central to the mission of the University. It is the cornerstone of the continuing creation of the knowledge which is the foundation of all disciplines. It directly contributes to social well-being, health, culture, economic development and the advancement of society.

Research and scholarship can flourish only in a climate of academic freedom which includes freedom of inquiry and the right to disseminate the results thereof, freedom to challenge conventional thought, freedom from institutional censorship, and the privilege of conducting research on human and animal subjects. However, with academic freedom comes the responsibility to ensure that all research and scholarship: is informed by the principles of honesty, integrity, trust, accountability and collegiality; meets high scientific and ethical standards; is conducted with honest and thoughtful inquiry, rigorous analysis, and accountability for the use of professional standards; and seeks to increase knowledge in ways that do not harm but which benefit society.

Philips University, within the framework of Its Vision, Mission and Research Policy as stipulated in the Charter and Internal Rules and Regulations, systematically pursues the cultivation of these values in the University community. They are advanced by the ongoing education of its members in matters of research integrity, and by adopting and following appropriate policies within which research and scholarship should be conducted, policies which all major funding agencies require universities to have in place.

This Regulation, therefore, establishes a general framework for the conduct of research. It is premised on individual responsibility for the selection and conduct of research and scholarship as individual members of the University community are best positioned, through special knowledge, to be aware of both the manner in which their Research and scholarly activity is being conducted and the consequences of such activity. Special responsibility rests with Researchers to remain aware of the consequences of their Research and to balance the potential benefits against the possibility of harmful applications.

This Regulation should be interpreted in a manner that is consistent with the vision of the University as a research and scholarly community committed to the principles of academic freedom, honesty, integrity, trust, accountability and collegiality, and the idea that fair play must prevail at all times.

This Regulation does not replace the policies and guidelines of agencies sponsoring research or which have oversight of particular research activities.



MILESTONES:

YEAR 1:

1. Fully manned and operational Research centre.
2. Definition and organization of common research interests and fields with partner universities (Aristoteles University of Thessaloniki, National and Kapodistrian University of Athens, University of Crete etc.)
3. Definition of a strategic research plan
4. Further expansion of Research Partner network to include at least another 5 participants.
5. Tackling of external (Local, European or International) funds for at least two projects.
6. Introduction of Faculty Self-assessment report system and encouragement of Faculty to achieve at least one publication and one participation in international conferences in their respective fields.

YEAR 2:

1. Establishment of research centres or groups at School and department levels, reflecting the research interests of all academic and administrative staff and the general strategic plan.
2. Establishment of research awards annual competition scheme for faculty.
3. Introduction of research impact measuring metrics and indicators for benchmarking.
4. Organization of at least one international conference at School or Department level.
5. Organization of at least two diffusion seminars with faculty and student participation.
6. Organization of 4 public lectures.

YEAR 3:

1. Development of Masters programs and engaging students in research process.
2. Organization of at least one international conference per School/ Department, annually.
3. Research Forum with partner institutions for measuring the up to now results, reflection and development of a new Strategic Plan.

YEAR 4:

1. Development of Doctorate Programs and engagement of students in research.



APPENDIX VI

EXAMINATION AND ASSESSMENT POLICY



PHILIPS UNIVERSITY (LAW)

Law is a stimulating degree which sharpens students thinking and their power of persuasion while giving them extensive legal knowledge. Philips University Law is a specialised undergraduate law degree which enables students to develop the skills, knowledge and professional network to be highly employable, whether students have ambitions to practice law or enter a different field of work.

Students will be taught through a combination of lectures, tutorials and seminars. Lectures take a range of forms but generally provide a broad structure for each subject, introduce key concepts, and convey relevant up-to-date information.

Students will also have access to recorded versions of lectures.

In tutorials and seminars students will have the opportunity to discuss particular legal themes or topics, to consolidate and get feedback on their individual learning and to develop skills in oral presentation. Communication skills are developed in tutorials, where students will make individual contributions to group study, for example by summarising a particular judgement or article for the group.

Students practice and develop legal, intellectual and presentational skills by participating in diverse learning activities, such as solving legal problems, smallgroup discussions, debates, moots, oral presentations, independent research tasks and written assignments. Students will also enhance your team working skills.

Philips University MOOT ROOM allows students to enhance their practical application of the law, by allowing them to practice in a simulated court room, with their peers, lecturers and legal partners.

EXAMINATION AND ASSESSMENT POLICY

The Board of the University believes that an effective student performance assessment system is crucial to academic standards and that such systems are conducive to student academic development and welfare. The application of continuous student assessment is just as important as end-of-semester assessment. Students should be assessed fairly and the assessment should be related to the teaching objectives of the course. The University also believes that the student assessment procedures should be well documented, known and presented to the student well in advance, and applied in a timely and fair manner.

Since student performance is closely linked to by the teaching methods adopted, these methods are also assessed. As a result, the University ensures that student performance is maximized, and that students receive the fullest benefit from their educational experiences. Peer review and evaluation are significant components of the assessment of teaching methods. In this regard, the University encourages, and in practice enforces, a policy of peer evaluation where peers act in good faith and with the welfare of the student and their colleague in mind. The peer review of teaching staff is undertaken once every semester. Each member of the teaching staff is assessed by their peers in class with a view to evaluating the effectiveness of the teaching methods used and to recommending improvements where necessary.

Students are also encouraged to play a key role in the assessment of the teaching methodology employed because as pivotal figures of the University they should carry out this role. Thus, at least once a year,

students are asked to evaluate the performance and effectiveness of their lecturers in class with the aim of providing feedback and helping the lecturer improve their performance.

Examinations are normally held at the University and are invigilated by members of Academic Staff. Guidelines for invigilators are issued periodically.

Academic Staff are provided with assistance from the secretarial staff and by the Faculty Office which provides the stationery and other examination requisites. The Faculty operates a policy of the anonymous marking of examination scripts. Students are thus required to enter their University number and not their names on exam scripts. They are also required to complete an attendance register, so as to be informed about any missing students, and to have information in the event of the loss of scripts or fraud.

Assessment Policy

Students are assessed by a variety of methods depending on course choices and learning outcomes. These include the following:

- Exams
- Open-book
- Seminars
- Essays
- Coursework
- Individual or group project
- Case studies/role play simulation
- Project and oral presentation
- Students portfolios

Teaching is via lectures, small groups seminars and case studies but we recommend that instructors use a mixture of assessment methods in order to support their students to develop a variety of skills and attributes.

As a general rule, all courses of the program have a minimum of 20% attributable to a mid-term assessment, and minimum of 50% attributable to a final written examination, which normally last for three (3) hours. A maximum of 30% is attributable to continuous assessment during the semester based principally in class participation, tests, quizzes, essays, projects, case studies, student portfolios, video presentation, etc.

Each Department is responsible for notifying students of the assessment requirements for each course offered. This, however, does not absolve the student from the responsibility of acquainting himself/herself with the assessment requirements by referring to the relevant publications.

Students who fail to submit coursework by the due date, and who do not have an extension or certified mitigating circumstances, fail in that piece of work. Departments normally permit a student to resubmit one piece of coursework per subject. Coursework may also take the form tests which are held under examination conditions. Coursework is normally marked and returned to students within one week.

Examination Policy

- The assigning of grades is the exclusive right of the lecturer. Change of a grade by the lecturer is possible only in exceptional cases and only with the written approval of the Chair of the Department and the Dean of the Faculty.
- The grading system is numerical and ranges from 0 to 100. The minimum passing grade is fifty (50).

The Philips University employs the grading system as shown in 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	2.0
C 55-59%	Pass	2.00
D 50-54%	Pass	1.00
F Below 50%	Fail	None
INC Incomplete	NC	None
Auditor (Listener)	NC	None
Withdrawal	NC	None

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

Marking Scheme and Assessment Policy

The work of each student for each course 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 course, do not receive credits for the course. The symbol (NC) does not affect the GPA. The designation 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 lecturer as to why they have not

been able to complete the course requirements during the specified timeframe. The pending work should be completed within the following semester. The lecturer and the students should mutually agree on a work schedule so that the course does not remain incomplete.

- The designation ‘AU’ denotes that the student attends the course as an auditor. Students who wish to attend a course regularly but do not wish to receive a grade or credit, may audit the course provided that there is sufficient space and consent from the Department.
- Grades awarded at the end of the semester are final grades and cannot be changed even if additional work is submitted.
- Students wishing to improve their grades must repeat the course/courses before graduation.
- Students wishing to withdraw from the 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 course.
- The pass grade for each course is 50%.
- The exam results at the end of the semester contribute to 50 % of the grade. 30% of the grade is based on continuous assessment based principally in class participation, tests, projects, essays, case studies, student portfolios, video presentation, etc.
 - In order to successfully pass a course, the student should achieve the minimum grade of 50%.
 - If assessment of a course is based solely on the completion of assignments, students must achieve the minimum pass grade, 50%, in order to pass the course. The provisions of the Internal Regulations are applied for all other cases.

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 overall 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.

Resits

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

An average mark of 50% must be attained in all resit subjects.

A student who successfully passes a failed subject is credited with the mark earned in the resit examination.

A student who fails to achieve a minimum of 50% in a subject assessed solely by coursework will be referred in the subject. The Head of Department will offer the student the opportunity of completing the subject by examination, or through additional coursework.

Project

- In Year IV, when a candidate has satisfied the examiners in all subjects, but has not yet met the stipulated criteria in relation to a compulsory project, the Examiners shall deem the student's results deferred pending satisfactory completion of the project.
- The project must be passed on the second attempt

Appeals procedure

Students have the right of appeal against their results, within 5 days of the publication of the results. Appeals must be made in writing to the Head of Department. The grade appeal procedure is itemized below and should be followed in all instances making sure each step is fully exhausted before going on to the next one.

Step 1 The lecturer should be contacted to discuss the grade disparity and every effort should be made to resolve the problem at this level.

Step 2 The student must make the appeal in writing to the Deputy Rector, noting specific objections to the grade received. After consultation with the lecturer concerned, the Deputy Rector will decide accordingly and may refer the case to the Appeals Committee.

Step 3 An Appeals Committee will be appointed to mediate in the dispute. The Committee will review both the written and oral arguments in the case. The committee will consist of:

- (i) one Administrative Officer of the program;
- (ii) one Faculty member who teaches in the program; and (iii) one student who is currently enrolled in the program.

Step 4 The student and lecturer will be informed of the Committee's decision and, barring written objections by either party, the recommendation of the Committee will be accepted.

Graduation Requirements

Upon completion and graduation from their field of study, students should:

- Have successfully completed at least 240 European Credit Transfer units (ECTS) for their undergraduate studies or 90 credits for postgraduate studies;
- Have completed the exam material;
- Have obtained the necessary ECTS from the core and elective courses;
- Have obtained a Grade Point Average (GPA) of at least 2.00 during the last four years;

Undergraduate Degrees are classified as follows:

3.60 to 4.00	First Class
3.20 to 3.59	Second Class. 1 st Division
2.80 to 3.19	Second Class. 2 nd Division
2.40 to 2.79	Third Class
2.00 to 2.39	Ordinary Degree

- only courses that have been graded with 50 and above are taken into account for the calculation of the Grade Point Average (GPA), because only those courses can be awarded with credits. The courses which are calculated collectively cover the required credits. This includes all the courses that the student has successfully passed, even if they have successfully completed more courses than their program of studies requires.
- students wishing to improve their grades in a course which has been graded above 50, have to resit the exam. Resits are allowed only once.
- if a student has repeated a course 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.
- an Incomplete grade is given only in exceptional substantiated circumstances (certified medical or personal reasons). The procedure for grading an incomplete course, is the following:
 - a form is completed by the lecturer 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.

- there must be provisions for completing the mark before the end of the following semester.
- if the mark is not completed within agreed deadline then the incomplete mark is automatically changed to zero (0).
- 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 written assessment of the student's progress to the Department. 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 Faculty. The final mark of the thesis is submitted within the deadline specified for all subjects.
- 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 with a Diploma Supplement in English free of charge.
- in the case of failure in a core subject, the student is obliged to repeat the course. In the case of failure in an elective subject, the student is obliged to repeat the same subject once. Failure in any subject is reported in the reports issued both after the end of each semester as well as in the final year reports, but not on the Diploma Supplement. It rests on the discretion of the lecturer to let the student who failed to participate in the subject (which is obligatory), but the student is not credited with the ECTS of the particular subject.
- at the end of each semester, all Departments presents the grades in all subjects, without name identification on scoreboards.
- 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.
- the Senate approves student grades and the conferring of awards.



APPENDIX VII

PROGRAM CURRICULUM

- A. Κατάλογος υποχρεωτικών μαθημάτων και μαθημάτων επιλογής**
- B. Κατανομή μαθημάτων ανά εξάμηνο**

Α. ΚΑΤΑΛΟΓΟΣ ΥΠΟΧΡΕΩΤΙΚΩΝ ΜΑΘΗΜΑΤΩΝ ΚΑΙ ΜΑΘΗΜΑΤΩΝ ΕΠΙΛΟΓΗΣ			
Ι. ΥΠΟΧΡΕΩΤΙΚΑ ΜΑΘΗΜΑΤΑ ΚΟΡΜΟΥ			
ΚΩΔΙΚΟΣ	ΤΙΤΛΟΣ ΜΑΘΗΜΑΤΟΣ	ΩΡΕΣ/ΕΒΔ.	ECTS
LAW110	Εισαγωγή στην Επιστήμη του Δικαίου	3	5
LAW111	Δημόσιο Διεθνές Δίκαιο	3	5
LAW112	Συνταγματικό Δίκαιο Ι	3	5
LAW113	Ιστορία του Δικαίου	3	5
LAW114	Μεθοδολογία του Δικαίου	3	5
LAW120	Γενικές Αρχές Αστικού Δικαίου	3	5
LAW121	Δίκαιο της Ευρωπαϊκής Ένωσης Ι	3	5
LAW122	Διοικητικό Δίκαιο (Γενικό Μέρος)	3	5
LAW123	Εμπορικό Δίκαιο Ι (Γενικό Μέρος)	3	5
LAW124	Οικογενειακό Δίκαιο	3	5
LAW230	Ενοχικό Δίκαιο (Γενικό Μέρος)	3	5
LAW231	Εμπράγατο Δίκαιο	3	5
LAW232	Ποινικό Δίκαιο Ι (Γενικό Μέρος)	3	5
LAW233	Εμπορικό Δίκαιο ΙΙ (Δίκαιο Ανταγωνισμού)	3	5
LAW234	Δίκαιο της Ευρωπαϊκής Ένωσης ΙΙ	3	5
LAW240	Ενοχικό Δίκαιο (Ειδικό Μέρος)	3	5
LAW241	Ποινικό Δίκαιο ΙΙ (Καταλογισμός – Ποινές)	3	5
LAW242	Εμπορικό Δίκαιο ΙΙΙ/Ι (Προσωπικές Εταιρίες)	3	5
LAW243	Συνταγματικό Δίκαιο ΙΙ (Ατομικά και Κοινωνικά Δικαιώματα)	3	5
LAW244	Εργατικό Δίκαιο Ι (Συλλογικό Εργατικό Δίκαιο)	3	5
LAW350	Αστικό Δικονομικό Δίκαιο Ι	3	5
LAW351	Κληρονομικό Δίκαιο	3	5
LAW352	Ποινικό Δίκαιο ΙΙΙ (Ειδικό Μέρος)	3	5
LAW353	Ποινικό Δικονομικό Δίκαιο Ι	3	5
LAW354	Εμπορικό Δίκαιο ΙΙΙ/2 (Κεφαλαιουχικές Εταιρίες)	3	5
LAW360	Αστικό Δικονομικό Δίκαιο ΙΙ	3	5
LAW361	Ποινικό Δικονομικό Δίκαιο ΙΙ	3	5
LAW362	Διοικητική Δικονομία	3	5
LAW363	Εμπορικό Δίκαιο ΙV (Αξιόγραφα)	3	5
LAW364	Εργατικό Δίκαιο ΙΙ (Ατομικό Εργατικό Δίκαιο)	3	5

LAW470	Αστικό Δικονομικό Δίκαιο ΙΙΙ	3	5
LAW471	Ποινικό Δικονομικό Δίκαιο ΙΙΙ	3	5
LAW472	Ιδιωτικό Διεθνές Δίκαιο	3	5
LAW473	Εμπορικό Δίκαιο V (Πτωχευτικό Δίκαιο)	3	5
LAW474	Φορολογικό Δίκαιο	3	5
LAW480	Αστικό Δικονομικό Δίκαιο ΙV	3	5
LAW481	Ασκήσεις Αστικού και Αστικού Δικονομικού Δικαίου	3	5
LAW482	Πρακτική Εφαρμογή Ποινικού και Ποινικού Δικονομικού Δικαίου	3	5
LAW483	Ασκήσεις Δικαίου των Επιχειρήσεων	3	5
LAW484	Ασκήσεις Δημοσίου Δικαίου και Διοικητικής Δικονομίας	3	5

II. ΜΑΘΗΜΑΤΑ ΕΠΙΛΟΓΗΣ			
ΚΩΔΙΚΟΣ	ΤΙΤΛΟΣ ΜΑΘΗΜΑΤΟΣ	ΩΡΕΣ/ΕΒΔ.	ECTS
I. ΜΑΘΗΜΑΤΑ ΕΠΙΛΟΓΗΣ ΕΛΛΗΝΙΚΟΥ ΔΙΚΑΙΟΥ (Επιλογή 8 μαθημάτων)			
LAW501	Αρχαία Ελληνικά Δίκαια	3	5
LAW502	Ρωμαϊκό Δίκαιο	3	5
LAW503	Φιλοσοφία του Δικαίου	3	5
LAW504	Κοινωνιολογία του Δικαίου	3	5
LAW505	Δίκαιο Ενέργειας	3	5
LAW506	Ιδιωτικό Δίκαιο Τουρισμού	3	5
LAW507	Δίκαιο Περιβάλλοντος	3	5
LAW508	Διεθνής Προστασία των Δικαιωμάτων του Ανθρώπου	3	5
LAW509	Δίκαιο Μετανάστευσης και Ασύλου	3	5
LAW510	Το Κυπριακό Νομικό Σύστημα	3	5
LAW511	Δίκαιο Πληροφορικής και Διαδικτύου	3	5
LAW512	Δίκαιο Πνευματικής και Βιομηχανικής Ιδιοκτησίας	3	5
LAW513	Δίκαιο Προστασίας του Καταναλωτή	3	5
LAW514	Δίκαιο Ανηλίκων	3	5
LAW515	Η εκπαίδευση κρατουμένων - Σχολεία δεύτερης ευκαιρίας - Εναλλακτική πρόταση «Σωφρονισμού»	3	5
LAW516	Ιατρικό Δίκαιο	3	5
LAW517	Οι Δικηγόροι ως παράγοντες απονομής δικαιοσύνης - Οι περί Δικηγόρων Νόμοι	3	5
HIS180	Σύγχρονη Ευρωπαϊκή Ιστορία	3	5
LAW680	Εισαγωγή στην Κοινωνική Ψυχολογία	3	5
II. ΜΑΘΗΜΑΤΑ ΕΠΙΛΟΓΗΣ ΚΥΠΡΙΑΚΟΥ ΔΙΚΑΙΟΥ – (Επιλογή 8 μαθημάτων)			
LAW601	Ποινικό Δίκαιο και Ποινική Δικονομία	3	5
LAW602	Συνταγματικό Δίκαιο και Ανθρώπινα Διακώματα	3	5
LAW603	Διοικητικό Δίκαιο και Διοικητική Δικονομία	3	5
LAW604	Δίκαιο της Απόδειξης	3	5
LAW605	Αστικά Αδικήματα και Πολιτική Δικονομία	3	5
LAW606	Εταιρικό Δίκαιο	3	5
LAW607	Δίκαιο των Συμβάσεων	3	5
LAW608	Δικηγορία / Δεοντολογία / Πρακτική	3	5
HIS180	Σύγχρονη Ευρωπαϊκή Ιστορία	3	5
LAW680	Εισαγωγή στην Κοινωνική Ψυχολογία	3	5

B. ΚΑΤΑΝΟΜΗ ΜΑΘΗΜΑΤΩΝ ΑΝΑ ΕΞΑΜΗΝΟ

Β. ΚΑΤΑΝΟΜΗ ΜΑΘΗΜΑΤΩΝ ΑΝΑ ΕΞΑΜΗΝΟ

A/A	Τύπος Μαθήματος	Όνομα Μαθήματος	Κωδικός Μαθήματος	Περίοδοι ανά εβδομάδα	Διάρκεια περιόδου	Αριθμός εβδομάδων/ ακαδημαϊκό εξάμηνο	Σύνολο περιόδων/ ακαδημαϊκό εξάμηνο	Αριθμός Πιστωτικών Μονάδων (ECTS)
Α' Εξάμηνο								
1.	Υποχρεωτικό	Εισαγωγή στην Επιστήμη του Δικαίου	LAW110	3	50 λεπτά	13	39	5
2.	Υποχρεωτικό	Δημόσιο Διεθνές Δίκαιο	LAW111	3	50 λεπτά	13	39	5
3.	Υποχρεωτικό	Συνταγματικό Δίκαιο Ι	LAW112	3	50 λεπτά	13	39	5
4.	Υποχρεωτικό	Ιστορία του Δικαίου	LAW113	3	50 λεπτά	13	39	5
5.	Υποχρεωτικό	Μεθοδολογία του Δικαίου	LAW114	3	50 λεπτά	13	39	5
6.	Επιλογής	Μάθημα Επιλογής		3	50 λεπτά	13	39	5

B' Εξάμηνο								
1.	Υποχρεωτικό	Γενικές Αρχές Αστικού Δικαίου	LAW120	3	50 λεπτά	13	39	5
2.	Υποχρεωτικό	Δίκαιο της Ευρωπαϊκής Ένωσης I	LAW121	3	50 λεπτά	13	39	5
3.	Υποχρεωτικό	Διοικητικό Δίκαιο (Γενικό Μέρος)	LAW122	3	50 λεπτά	13	39	5
4.	Υποχρεωτικό	Εμπορικό Δίκαιο I (Γενικό Μέρος)	LAW123	3	50 λεπτά	13	39	5
5.	Υποχρεωτικό	Οικογενειακό Δίκαιο	LAW124	3	50 λεπτά	13	39	5
6.	Επιλογής	Μάθημα Επιλογής		3	50 λεπτά	13	39	5
Γ' Εξάμηνο								
1.	Υποχρεωτικό	Ενοχικό Δίκαιο (Γενικό Μέρος)	LAW230	3	50 λεπτά	13	39	5
2.	Υποχρεωτικό	Εμπράγματο Δίκαιο	LAW231	3	50 λεπτά	13	39	5
3.	Υποχρεωτικό	Ποινικό Δίκαιο I (Γενικό Μέρος)	LAW232	3	50 λεπτά	13	39	5
4.	Υποχρεωτικό	Εμπορικό Δίκαιο II (Δίκαιο Ανταγωνισμού)	LAW233	3	50 λεπτά	13	39	5
5.	Υποχρεωτικό	Δίκαιο της Ευρωπαϊκής Ένωσης II	LAW234	3	50 λεπτά	13	39	5
6.	Επιλογής	Μάθημα Επιλογής		3	50 λεπτά	13	39	5

Δ' Εξάμηνο								
1.	Υποχρεωτικό	Ενοχικό Δίκαιο (Ειδικό Μέρος)	LAW240	3	50 λεπτά	13	39	5
2.	Υποχρεωτικό	Ποινικό Δίκαιο II (Καταλογισμός – Ποινές)	LAW241	3	50 λεπτά	13	39	5
3.	Υποχρεωτικό	Εμπορικό Δίκαιο III/1 (Προσωπικές Εταιρίες)	LAW242	3	50 λεπτά	13	39	5
4.	Υποχρεωτικό	Συνταγματικό Δίκαιο II (Ατομικά και Κοινωνικά Δικαιώματα)	LAW243	3	50 λεπτά	13	39	5
5.	Υποχρεωτικό	Εργατικό Δίκαιο I (Συλλογικό Εργατικό Δίκαιο)	LAW244	3	50 λεπτά	13	39	5
6.	Επιλογής	Μάθημα Επιλογής		3	50 λεπτά	13	39	5
Ε' Εξάμηνο								
1.	Υποχρεωτικό	Αστικό Δικονομικό Δίκαιο I	LAW350	3	50 λεπτά	13	39	5
2.	Υποχρεωτικό	Κληρονομικό Δίκαιο	LAW351	3	50 λεπτά	13	39	5
3.	Υποχρεωτικό	Ποινικό Δίκαιο III (Ειδικό Μέρος)	LAW352	3	50 λεπτά	13	39	5
4.	Υποχρεωτικό	Ποινικό Δικονομικό Δίκαιο I	LAW353	3	50 λεπτά	13	39	5
5.	Υποχρεωτικό	Εμπορικό Δίκαιο III/2 (Κεφαλαιουχικές Εταιρίες)	LAW354	3	50 λεπτά	13	39	5
6.	Επιλογής	Μάθημα Επιλογής		3	50 λεπτά	13	39	5

ΣΤ' Εξάμηνο								
1.	Υποχρεωτικό	Αστικό Δικονομικό Δίκαιο II	LAW360	3	50 λεπτά	13	39	5
2.	Υποχρεωτικό	Ποινικό Δικονομικό Δίκαιο II	LAW361	3	50 λεπτά	13	39	5
3.	Υποχρεωτικό	Διοικητική Δικονομία	LAW362	3	50 λεπτά	13	39	5
4.	Υποχρεωτικό	Εμπορικό Δίκαιο IV (Αξιόγραφα)	LAW363	3	50 λεπτά	13	39	5
5.	Υποχρεωτικό	Εργατικό Δίκαιο II (Ατομικό Εργατικό Δίκαιο)	LAW364	3	50 λεπτά	13	39	5
6.	Επιλογής	Μάθημα Επιλογής		3	50 λεπτά	13	39	5
Ζ' Εξάμηνο								
1.	Υποχρεωτικό	Αστικό Δικονομικό Δίκαιο III	LAW470	3	50 λεπτά	13	39	5
2.	Υποχρεωτικό	Ποινικό Δικονομικό Δίκαιο III	LAW471	3	50 λεπτά	13	39	5
3.	Υποχρεωτικό	Ιδιωτικό Διεθνές Δίκαιο	LAW472	3	50 λεπτά	13	39	5
4.	Υποχρεωτικό	Εμπορικό Δίκαιο V (Πτωχευτικό)	LAW473	3	50 λεπτά	13	39	5
5.	Υποχρεωτικό	Φορολογικό Δίκαιο	LAW474	3	50 λεπτά	13	39	5
6.	Επιλογής	Μάθημα Επιλογής		3	50 λεπτά	13	39	5

Η' Εξάμηνο

1.	Υποχρεωτικό	Αστικό Δικονομικό Δίκαιο IV	LAW480	3	50 λεπτά	13	39	5
2.	Υποχρεωτικό	Ασκήσεις Αστικού και Αστικού Δικονομικού Δικαίου	LAW481	3	50 λεπτά	13	39	5
3.	Υποχρεωτικό	Πρακτική Εφαρμογή Ποινικού και Ποινικού Δικονομικού Δικαίου	LAW482	3	50 λεπτά	13	39	5
4.	Υποχρεωτικό	Ασκήσεις Δικαίου των Επιχειρήσεων	LAW483	3	50 λεπτά	13	39	5
5.	Υποχρεωτικό	Ασκήσεις Δημοσίου Δικαίου και Διοικητικής Δικονομίας	LAW484	3	50 λεπτά	13	39	5
6.	Επιλογής	Μάθημα Επιλογής		3	50 λεπτά	13	39	5



APPENDIX VIII

LIBRARY

(Law Collections / Databanks)



ΦΟΡΕΑΣ ΔΙΑΣΦΑΛΙΣΗΣ ΚΑΙ ΠΙΣΤΟΠΟΙΗΣΗΣ ΤΗΣ ΠΟΙΟΤΗΤΑΣ ΤΗΣ ΑΝΩΤΕΡΗΣ ΕΚΠΑΙΔΕΥΣΗΣ
CYPRUS AGENCY OF QUALITY ASSURANCE AND ACCREDITATION IN HIGHER EDUCATION



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APPENDIX VIII

Law Databases accessed through the Library of the Philips University

Open Access Databases

Core	http://core.ac.uk
Digital Commons Network™	https://network.bepress.com/law/conflict-of-laws/
Directory of Open Access Journal (DOAJ)	https://doaj.org/
Electronic Journals Library (EJL)	http://www.rzblx1.uni-regensburg.de/ezeit
ICC Legal Tools Database	https://www.legal-tools.org/doc/mk2x6w/
CyLaw	http://www.cylaw.org/
Questia Online Library	http://www.questia.com

Subscription-based Databases

handled by the Consortium of Academic Libraries of Cyprus (CALC)

Leginet	(subscription is under process)
Kluwer Law Journals	(subscription is under process)
Westlaw International Academic	(subscription is under process)
EBSCO	(subscription is under process)
ProQuest	(subscription is under process)
Emerald	(subscription is under process)
Elsevier Freedom Collection	(subscription is under process)

Open Access Journals

Alberta Law Review	www.albertalawreview.com
Barrister, The	www.barristermagazine.com
Beijing Law Review	www.scirp.org
California Law Review	www.californialawreview.org



California Western Law Review	www.scholarlycommons.law.cwlr.edu
Canada Gazette	www.gazette.gc.ca
Cyprus Government Gazette	www.mpf.gov.cy
Canada-United States Law Journal	www.scholarlycommons.law.case.edu
Canadian Journal of Human Rights	www.cjhr.ca
Canadian Journal of Law and Technology	www.ojs.library.dal.ca
Duke Law Journal	www.dlj.law.duke.edu
European Journal of Current Legal Issues	www.webjcli.org
European Journal of Law and Technology	www.ejlt.org
Federal Communications Law Journal	www.fclj.org
Harvard Business Law Review	www.hblr.org
Harvard Civil Rights-Civil Liberties Law Review	www.harvardcrcl.org
Harvard Environmental Law Review	www.harvardelr.com
Harvard Human Rights Journal	www.harvardhrj.com
Harvard International Law Review	www.harvardilj.org
Harvard Law Review	www.harvardlawreview.org
Harvard Journal of Law & Public Policy	www.harvard-jlpp.com
International Law Research	www.ccsenet.org
Jean Monnet Working Papers Series	www.jeanmonnetprogram.org
Journal of the Law Society of Scotland	www.lawscot.org.uk
Journal of Business Law and Ethics	www.jblenet.com
Journal of Law and Criminal justice	www.jlcjnet.com
Journal of Politics and Law	www.ccsenet.org
Laws	www.mdpi.com
Law, Democracy & Development	www.uwc.ac.za
Law Society Gazette, The	www.lawgazette.co.uk
Law and Method	www.lawandmethod.nl
Law and Philosophy	www.springer.com
Louisiana Bar Journal	www.lsba.org



Yale Human Rights & Development Law Journal	www.digitalcommons.law.yale.edu
Yale Journal of Health Policy, Law, and Ethics	www.digitalcommons.law.yale.edu
Yale Journal of International Law	www.yjil.yale.edu
Yale Journal of Law & Technology	www.yjolt.org
Yale Law Journal, The	www.yalelawjournal.org
Yale Law & Policy Review	www.ylpr.yale.edu

Useful Links

CANADA

Parliament of Canada- Library

https://lop.parl.ca/sites/PublicWebsite/default/en_CA/

CYPRUS

Cyprus Government Gazette

<http://www.cygazette.com/Gazette.dll/%7B868E4B71-0CD5-4160-82DF-CE1C08F01326%7D>

Cyprus Government Network

<https://www.cyprus-government.com/>

Dikaiosyni

<http://dikaiosyni.com>

Law Office of the Republic of Cyprus

http://www.law.gov.cy/law/lawoffice.nsf/AdvancedSearch_en?OpenForm

Library of the Cyprus Parliament

<http://www.parliament.cy/el/library>

Ministry of Justice and Public Order

http://www.mjpo.gov.cy/mjpo/mjpo.nsf/index_en/index_en?OpenDocument

Presidency of the Republic of Cyprus

<https://presidency.gov.cy/>

Supreme Court of the Republic of Cyprus

http://www.supremecourt.gov.cy/judicial/sc.nsf/DMLLegSystem_en/DMLLegSystem_en?OpenDocument



Web Portal of the Republic of Cyprus (Legislations)

<http://www.cyprus.gov.cy/portal/portal.nsf/gwp.getCategory?OpenForm&access=0&SectionId=government&CategoryId=Legislations&SelectionId=none&print=0&lang=en>

EUROPE

Court of Justice of the European Union

https://europa.eu/european-union/about-eu/institutions-bodies/court-justice_en

European Court of Human Rights

https://www.coe.int/t/democracy/migration/bodies/echr_en.asp

European e-Justice Portal

https://e-justice.europa.eu/content_international_law-10-en.do

Network of the Presidents of the Supreme Judicial Courts of the European Union

<https://www.reseau-presidents.eu/page/network-0>

GREECE

Library of the Hellenic Parliament

<https://www.hellenicparliament.gr/en/Vouli-ton-Ellinon/I-Bibliothiki/>

Ministry of Justice

<https://ministryofjustice.gr/English/>

INTERNATIONAL

Amnesty International

<https://www.amnesty.org/en/who-we-are/>

Coalition for the International Criminal Court

Centre for international Law Research and Policy

Commonwealth Legal Information Institute

<http://www.commonlii.org/>

Forum for International Criminal and Humanitarian Law



International Association of Professionals in Humanitarian Assistance and Protection

https://phap.org/PHAP/Themes/Law_and_protection/ICL/PHAP/Themes/ICL.aspx?hkey=ed1f5fc7-5278-40a4-b45c-074626104af2

International Court of Justice

<https://www.icj-cij.org/en>

International Criminal Court

<https://www.icc-cpi.int/>

International Development Law Organization

<https://www.idlo.int/>

International Law Institute

<https://www.ili.org/>

Publication Office of the EU

United Nations (Human Rights)

<https://www.un.org/en/sections/issues-depth/human-rights/>

United Nations (International Human Rights Law)

<https://www.ohchr.org/en/professionalinterest/pages/internationallaw.aspx>

United Nations (International Law Commission)

<https://legal.un.org/ilc/>

World Legal Information Institute

<http://www.worldlii.org/>

UNITED KINGDOM

Equality and Human Rights Commission

<https://www.equalityhumanrights.com/en>

House of Commons Library

<https://commonslibrary.parliament.uk/>

Ministry of Justice

<https://www.gov.uk/government/organisations/ministry-of-justice>

Oscola (Oxford University Standard for the Citation Of Legal Authorities)



www.law.ox.ac.uk/sites/files/oxlaw/oscola_4th_edn_hart_2012.pdf

Shelter Charity organization

https://england.shelter.org.uk/legal/courts_and_legal_action/court_structure/civil_and_criminal_courts_and_tribunals

The Supreme Court

<https://www.supremecourt.uk/index.html>

The Supreme Court – Current cases

<https://www.supremecourt.uk/current-cases/>

UK Parliament

<https://www.parliament.uk/>

USA

Department of Justice

<https://www.justice.gov/>

Library of Congress (Guide for Cyprus Law)

<https://www.loc.gov/law/help/guide/nations/cyprus.php>

United States Congress

<https://www.congress.gov/>



APPENDIX IX

**CV – Professor John Kaminarides
(Director of Reserch Center)**

Academic Personnel Short Profile / Short CV

Institution:	Philips University
Surname:	KAMINARIDES
Name:	JOHN
Rank/Position:	Professor / Director of the Research Centre
School:	Economics and Management
Department:	Accounting and Finance
Scientific Domain: *	Economics and International Finance

**Field of Specialization*

Academic qualifications

(list by highest qualification)

Qualification	Year	Awarding Institution	Department	Thesis title
Doctor of Philosophy in Economics and Finance	1968	University of Houston		
Master in Economics and Finance	1967	University of Houston		
Bachelor in Economics	1962	University of California, Los Angeles		



Employment history in Academic Institutions/Research Centers – List by the three (3) most recent

Period of employment		Employer	Location	Position
From	To			
2020	present	Philips University	Nicosia, Cyprus	Professor of Economics, Director of the Research Centre
1975	2001	Arkansas State University	USA	Professor of Economics and International Business
1993	2001	Arkansas State University	USA	Director, Office of Grants and Contracts
1986	2001	Arkansas State University	USA	Coordinator, International Business Studies Program

Key refereed journal papers, monographs, books, conference publications etc. List the five (5) more recent and other five (5) selected –(max total 10)

Ref. Number	Year	Title	Other authors	Journal and Publisher/ Conference	Vol.	Pages
1	2007	The International Marketing Environment: Textbooks Versus Educators		Journal of Teaching in International Business	18,2/3	101- 131

2	2004	An Analysis of US Small and Medium Sized Manufacturers International Business Relationships		Thunderbird International Business Review	46 (5)	545-573
3	2004	An Analysis of Concentration, Mobility and Turnover Among the Largest US Companies: An Update		Association of Global Business: Selected Papers	15	17-22
4	2003	Selected Middle Eastern and North African Countries Compared for Socio-Economic Development		Journal of Global Business	14	7-19
5	2003	Convergence Performance of EU applicant Countries Compared with EU Member Countries		Eastern Enlargement as an All European Development Project, Wolfgang Blaas		114-132
6	2002	Doing Business with Major US Trading Partners: Background, Influence, Strategies and Performance		Journal of Global Business	13	5-14
7	2002	Convergence Performance of Cyprus Compared with EU and EU Applicant Countries		Journal of Business and Society	15, 1 and 2	5-25

8	2001	A Comparative Economic Development Analysis Using A Human Development Index	C.C.Paraskevoopoulos	Studies in Economic Transformation and Public Policy Edward Edgar Publishing Limited		
9	2000	Exploring Manufacturer – Customer Relationships: Domestic Versus Foreign Business		Journal of International Marketing		
10	1993	Islands and Small States: Issues and Policies	L. Briguglio,	World Development Special Issue New York, NY: Pergamon Press	21, 2	

Exhibitions (where applicable). List the five (5) more recent and other five (5) selected. (max total 10)					
Ref. Number	Date	Topic	International / Local	Location*	Role in Exhibition
1					
2					

*Specify venue, geographic location etc



Research Projects. List the five (5) more recent and other five (5) selected (max total 10)				
Ref. Number	Date	Title	Funded by	Project Role*
1	2019	Economy of Cyprus under British Occupation 1878 - 1960	Archibishop Makarios Foundation, Cyprus	
2	2000	A Monitoring Job Training Partnership Acts (JTPA) and Welfare to-Work Programs and Evaluation of Arkansas Welfare-to-Work Program	Arkansas Employment Security Department	
3	1999	Developing Successful Business Relationships:The Practice of US Exporters	University of Cyprus	
4	1999	The Effects of Culture on International Business in Greece, Cyprus, Egypt, Jordan, Israel and Palestine	European Union	
5	1991	Development of Vulnerability Index for Small Countries	University of Malta and the United Nations	

*Project Role: i.e. Scientific/Project Coordinator, Research Team Member, Researcher, Assistant Researcher, other

Academic Consulting Services and/or Participation in Councils / Boards/ Editorial Committees. List the five (5) more recent (Optional Entry)				
Ref. Number	Period	Organization	Title of Position or Service	Key Activities
1	1997	International Advances in Economic Research	Regional Editor	
2	1994	Journal of Business and Society	Editorial Advisory Board	
3	1992	Journal of Southwestern Society of Economists	Editor in Chief	
4	1992	Secretary of the US Department of Commerce	Member of Arkansas District Export Council	Coordinator of " International Conference on Business and Economic Development in Eastern and Mediterranean Countries
5	1991	World Business Review	Editorial Board	



Awards / International Recognition (where applicable). List the five (5) more recent and other five (5) selected. (max total 10) (Optional Entry)			
Ref. Number	Date	Title	Awarded by:
1			
2			

Other Achievements. List the five (5) more recent and other five (5) selected. (max total 10) (Optional Entry)			
Ref. Number	Date	Title	Key Activities:
1			
2			