



Doc. 300.1.2

Date: 9.5.2022

Higher Education Institution's Response

- **Higher Education Institution:** European University Cyprus
- **Town:** Nicosia
- **School/Faculty (if applicable):** School of Sciences
- **Department/ Sector:** Department of Health Sciences
- **Program of study:**
In Greek:
“Νοσηλευτική (3 Έτη/180 ECTS, Διδακτορικό)”
In English:
“Nursing (3 years/180 ECTS, Ph.D.)”
- **Language(s) of instruction:** Greek and English
- **Programme's status:** Currently Operating
- **Concentrations (if any): In Greek:** Concentrations
In English: Concentrations



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

1. Study program and study program's design and development

Comments by the EEC:

Areas of improvement and recommendations

1. It is not clear to the EEC whether and how the students are involved in developing the PhD program.
2. The PhD program has goals that are very similar to the master's program. At doctoral level, we would expect more differences between all levels of education. The doctoral program would benefit from a clear vision, mission, a distinct focus with a programmatic approach.
3. The curriculum has mentioned some courses that do not appear to be actual courses, but are important elements of doctoral education. Also, there were some misinformation concerning the ECTS. These should be clarified and corrected.
4. In Cyprus, there are no national funding bodies that would support only nursing research and the department could benefit from some extra internal input from the university to strengthen its research endeavors. This would be especially helpful to new faculty members.
5. Although the program demanded fieldwork, it was not clear how this element is taught. In addition, there was a lack of specific courses on qualitative research that EEC sees as a major weakness. These all could be strengthened.
6. Students could benefit from attending international nursing PhD short courses (online if possible, or European Academy of Nurse Scientists EANS summer school), to widen their view of nursing research and to have an opportunity to discuss their work with international peers.

Response by EUC

We thank the EEC for these important recommendations, which we believe lead to improvements in the program's implementation; we have effectively taken them into account, as indicated below:

1. ***Comment by the EEC:*** It is not clear to the EEC whether and how the students are involved in developing the PhD program.

EUC Response:

1. The participation of students in the development of the program is ensured by student participation in the Program Evaluation Report (PER) process. PER is an integral part of the University's overall quality assurance processes and every program must complete a PER every five years. The PER process is initiated by the Program Academic Committee consisting of the Program Coordinator, a full-time faculty of the program, a representative of the Administration personnel and student representatives. Notably, students are represented at all levels of advisory and decision-making bodies, including program Advisory Boards, Departmental

Councils, School Councils, and the Senate. Student participation in scientific conferences is another important factor in program development. Students present their research and receive recognition through publication in peer reviewed journals, which supports their competitive academic development and the dissemination of the Ph.D. program outcomes. Participation in international conference offers opportunities for extroverted exchanges and communication with the international academic community.

- 2. *Comment by the EEC:* The PhD program has goals that are very similar to the master's program. At doctoral level, we would expect more differences between all levels of education. The doctoral program would benefit from a clear vision, mission, a distinct focus with a programmatic approach.**

EUC response:

The doctorate program focusses on the development of high level innovative scientific research in the field of Nursing and on supporting the development of nurse researchers capable to contribute in advancing Nursing Science. The master's programme aims are geared to honing academic and clinical skills, focusing on evidence-based and reflective practice, along with in depth specialty-specific knowledge and application. Practicing these skills leads to developing graduate attributes such as problem-solving and analytical ability, effective communication, creativity, and effective clinical practice. Research involvement in the M.Sc. level is guided and supervised. Ph.D. students conceive and implement original research. The Doctorate aims to creating important original contribution to science following theoretical and methodological approaches in areas that were not explored previously. Research at the Doctoral level is independent and minimally supervised. More specifically, the aims of the doctorate program in Nursing are:

- Develop opportunities for PhD candidates to specialize in research issues related to the areas of Nursing
- Educate the PhD candidates to formulate, compose and evaluate research questions by following the appropriate techniques
- Deepening knowledge in advanced statistical methods and skills necessary for conducting research
- Enhancing the necessary knowledge and competences that will allow doctoral candidates to produce new knowledge in the field of Nursing.

The mission of the Doctorate program in Nursing is the successful implementation of its objectives for the optimal development of research, aiming to generate innovative new knowledge to advance the field of Nursing, based on international standards for doctorate studies and according to the regulations of the European University Cyprus.

3. **Comment by the EEC:** The curriculum has mentioned some courses that do not appear to be actual courses, but are important elements of doctoral education. Also, there were some misinformation concerning the ECTS. These should be clarified and corrected.

EUC response:

We have now clearly defined the expected student study workload per ECTS on each course's syllabus. The following table shows the requirements and processes to be fulfilled for the Ph.D. in Nursing.

DEGREE REQUIREMENTS	ECTS
All students pursuing the Doctor of Philosophy in "Nursing" program, must complete the following requirements:	
DNU700 Advanced Research Methods	10
DNU710 Advanced Biostatistics	10
DNU 720 Applied Research Skills and PhD Dissertation Preparation	10
Comprehensive Qualifying Examination	10
Preparation and Submission of Dissertation Proposal	20
Ph.D. Fieldwork	90
Ph.D. Dissertation	30
Total Requirements	180

More importation concerning the stages following the taught courses appear below:

1. The first stage is PHD 810: Comprehensive Qualifying Examination takes 10 ECTS, where the students are preparing and present orally their research protocol and go through written examination on the content and skills that they gain. The Comprehensive Examination comprises of 2 stages:
 - a) Written component, which includes applied topics on Research Methodology, Epidemiology and Biostatistics (based on the material covered in the relevant courses: PHE700, PHE705) and a second stage

b) Oral component, consisting of a presentation of the research proposal of Ph.D. project. The oral component will take place a few days after the written one and is evaluated by the responsible tutor of course PHE710 (Applied Research Skills and PhD Dissertation Preparation) and the Ph.D. supervisor.

2. The second stage is the PHD 820: Preparation and Submission of a Dissertation Proposal accounts for 20 ECTS, where the students are preparing their dissertation proposal for submission.
3. The third stage is PHD 830 - PhD Fieldwork which accounts a total of 90 ECTS
4. The fourth stage is the PHD 840 - PhD Dissertation Thesis which accounts for 30 ECTS.

All stage codes have corresponding ECTS and are considered Pass or Fail stages. For registration on each stage a grade submission or Incomplete change form must be submitted by the Ph.D. program coordinator of each School.

The minimum duration of Ph.D. studies is 3 years and its maximum duration is 6 years, with possible 2 additional years of extension of studies upon School approval as per EUC regulations.

4. ***Comment by the EEC: In Cyprus, there are no national funding bodies that would support only nursing research and the department could benefit from some extra internal input from the university to strengthen its research endeavors. This would be especially helpful to new faculty members.***

EUC response:

We agree with the EEC that due to the lack of national funding bodies that specifically support research in Nursing, the University will need to support the research endeavors of the program in other ways. These are mainly supported by the following procedures and policies that are available to all EUC faculty and programs:

Faculty Support: Increasing the research output quality is a central pillar in both the University's and the Department's strategy. This culture of high-quality research output is supported by a number of EUC policies and mechanisms, including a policy on Teaching Hour Reduction (THR) (see Appendix I ; EUC's Research Policy presenting the Internal Regulation on Research Policy), the Sabbatical Leave scheme (see Appendix II; Internal regulation on Sabbatical Leave), the "Annual Awards for Excellence in Research" (see Appendix III).

In addition, every academic year there are 25,000 euros allocated to faculty of the Department of Health Sciences (including Nursing faculty) which can be used for covering publication fees to international-peer reviewed journals. Moreover, every academic year, Nursing faculty can include in the School's budget any costs for purchasing specific

equipment and consumables related to the PhD program and implementation of research projects.

Support to PhD Students: Internal regulation on EUC's Annual Award for Excellence in Research), the Ph.D. Scholarships Award Scheme (see Appendix III; PhD Scholarships Award Scheme) and for publishing a Scopus paper (see Appendix I page 43; Policy for the award of grants in the form of fee reduction to Ph.D. students for publishing a Scopus paper), the available budgets for annual conference participation, membership in scientific and professional societies of full-time faculty and available budget for open access journal publication fees.

5. **Comment by the EEC:** Although the program demanded fieldwork, it was not clear how this element is taught. In addition, there was a lack of specific courses on qualitative research that EEC sees as a major weakness. These all could be strengthened.

EUC response:

We thank the EEC to offer us the opportunity to clarify the above provisions of the Ph.D. program. Fieldwork is taught in all the research courses and practiced in data collection, with specific topics as shown below. As far as the qualitative component of the taught courses, we need to point out that we currently revised the syllabus course DNU 700 “Advanced Research Methods” in order to cover qualitative research methodologies and principles. Specifically, qualitative research methodologies from the syllabus are referring to the following:

- A. Introduction to Qualitative Research
- B. Initial Steps in the Research Process
- C. Data Collection qualitative research

- Interviewing
- Participant Observation and Documents as Sources of Data
- Focus Groups as Qualitative Research
- Sampling and Site Selection

- D. Approaches to Qualitative Research

- Ethnography
- Grounded Theory
- Narrative Inquiry
- Phenomenology

- E. Mixed Methods: Combining Qualitative and Quantitative Research

- F. Data Analysis and Completion

- G. Data Analysis: Procedures, Practices and Use of Computers

- H. Establishing Quality: Trustworthiness and Validity

- I. Writing up Qualitative Research,



The syllabus of the DNU700 course is attached (please see Appendix IV).

- 6. *Comment by the EEC:* Students could benefit from attending international nursing PhD short courses (online if possible, or European Academy of Nurse Scientists EANS summer school), to widen their view of nursing research and to have an opportunity to discuss their work with international peers.**

EUC response:

At the moment, and due to the COVID-19 pandemic, students have the opportunity to participate in online international conferences and seminars. The Department of Health Sciences plans to strengthen the participation of Ph.D. students in international conferences with physical presence (e.g. at the European Academy of Nurse Scientists EANS summer school, by including a specific budget for the fiscal year 2022-2023).

2. Student – centred learning, teaching and assess

Areas of improvement and recommendations

Comment by the EEC:

The PhD program in Nursing is still emerging and would benefit from special support from the university to become stronger. Some teachers have interesting research projects, but perhaps a more focused program (linking with the advanced practice elements of the master's program) with fewer research areas and larger research groups that could help to strengthen the PhD program. This requires a clear vision and mission for the future of this faculty and all the programs within it. Without this there is a risk of drift and not standing out in the market place.

EUC response:

We thank the EEC for these important recommendations, which we believe lead to improvements in the program's implementation; we have effectively taken them into account, as indicated below:

Indeed, the doctoral program in Nursing is an emerging program as it has only one graduate in 2021. The future announcement for Ph.D. student applications will therefore include research topics in focused fields and specific research cases-proposals. The students will have the opportunity to choose from the research themes arising from research interests of the Nursing Program faculty. The more specific research areas of focus include:

- Critical care and Cardiology Nursing, in acute and chronic heart failure, including the study of self-care behaviours, self-management, remote monitoring, and quality of life for patients with heart failure.
- Mental Health Nursing specifically in the areas of mental health promotion, mental health interventions and rehabilitation approaches for inclusion mental health patient in the society.
- Health Promotion in Nursing, Community Nursing and Chronic Diseases, Prevention, Intervention and Home care approaches, reentering in the society and supportive nursing intervention for inclusion in the society.
- Medical Nursing specifically Nursing approaches for digestive, gastroenterological and respiratory system
- Palliative care and nursing intervention for the patients that are at the final stage of the disease (patients that are at the final stage of chronic diseases such as cancer, dementia, multiple sclerosis, Stroke, cardiovascular diseases)

All this information appears also on the EUC website, on the program's Webpage (please see here: <https://euc.ac.cy/en/programs/doctorate-nursing/>)

Regarding the University's research support for the program, please see our response in Section 1, question 4 above.

3. Teaching Staff

Areas of improvement and recommendations

1. *Comment by the EEC:*

Since the resources of the faculty are still limited in supervising PhD students, the EEC recommends more cross disciplinary teaching and research time to be increased. Especially for the younger members of the faculty, the teaching load is fairly large (12 hours/ week). Taking on more doctoral students will need to be alongside other demands on their time to maintain quality.

EUC response:

We thank the EEC for these important recommendations.

Based on faculty contractual obligations, all Faculty members are expected to teach 4 courses (12 contact hours/week) per semester. EUC faculty teaching load policy can be adjusted to promote faculty research and development by the University's research policy. EUC research policy allows Teaching Hour Reduction to reward and accommodate faculty involvement in funded research projects, manuscript submission and acceptance, funding applications, textbook/book authorship, professional meeting preparation and participation: faculty seek and receive release from teaching one course for each funded project they are participating and supporting, and they accumulate points towards teaching load reduction by participating in the other scholarly activities.

Following the introduction of the THR policy, the research activities of full-time faculty have substantially increased. This is evident from the steady increase in both the number of faculty who are granted a THR, and the parallel increase in research activities. The THR policy has led into a boost of not only the quantity but also the quality of research output. Specifically, in the last five years, the University's output in Scopus indexed paper journals has **quintupled** as much. That is, for the years 2018, 2019 και 2020, the University's publications in Scopus indexed journals is of the order of 156, 192 and 312, respectively. On the basis of this track record, and provided that the University maintains the benchmark of 150 high quality journal articles in the years 2021 και 2022, it fulfils the criteria for the **Times Higher Education World rankings** in 2023.

In addition, in order to further address the EEC's recommendation we plan to increase cross disciplinary teaching and research in our Ph.D. program by developing interdisciplinary research projects with faculty from other Health-Sciences related fields in the Department, such as Physiotherapy, Occupational Therapy, Speech and Language Therapy, Public Health etc. Examples of such projects includes:

- Neurology problems related to innovative multidisciplinary approaches
- Cardiovascular diseases
- Mental Health problems related to innovative multidisciplinary approaches
- Health Promotion problems and multidisciplinary approaches

Furthermore, in order to alleviate the limitation of the nursing faculty in supervising Ph.D. students, the Department has decided to collaborate and include in the Ph.D. Committee faculty from other health disciplines and faculty from other universities from the Health Sector. Specifically:



- in the field of the Cardiovascular diseases: Dr. Ekaterini Lambrinou, Associate Professor at the Department of Nursing, Cyprus University of Technology
- in the field of Mental Health and Palliative Care: Dr Dennis Demedts RN, MScN Lecturer and researcher in Nursing Coordinator Professional in palliative care, Coordinator internationalization Doctoral Researcher Mental Health, Erasmus Brussels University of Applied Sciences and Arts, Department of Health, Design and Technology
- in the field of Health Management: Dr. Pazit Azure. Senior Lecturer in Nursing the Academic College Tel Aviv- Yaffo
- in the field of Midwifery Professor Anna Deltsidou University of Athens.

4. Student admission, progression, recognition and certification

Areas of improvement and recommendations

Comment by the EEC:

Student recruitment seems to be ad hoc at present, with little attention on how to recruit students and retain them across all levels of study. With more master's students they would be able to recruit these students to the doctoral programme.

EUC response:

We thank the EEC for this important recommendation. Our Postgraduate students are, until today, the largest pool of doctoral students because it was possible to highlight the focus on the research field of teachers in parallel with research interests of the candidates. This will be intensified by the parallel attraction of students with the promotion of the program in general also in other fields like to nurses professionals through the Cyprus Association of Nursing and Midwifery but also with the activities of the program such as workshops, conferences at the Department level which have been held in the past and have performed but also with the process that usually followed centrally by the University to attract doctoral students, such as advertising Ph.D. scholarships and research topics through the EUC website, local and international professional bodies, digital press, social media etc.

5. Learning resources and student support

Areas of improvement and recommendations

Comment by the EEC:

There is a lot of potential in this faculty that needs to be realized. There was no evidence of a graduate school of the university where students across disciplines could learn together and from each other.

EUC response:

We thank the EEC for this important recommendation. The University has not a School for Graduate Studies. However, the Ph.D. in Nursing in order to facilitate the synergies with other Doctorate Programs is collaborating with the Doctorate Program of Public Health in various way. Specifically, currently one Public Health student have supervisor from the Nursing Program doctorate thesis with title "Resilience and Mental Health "Post Pandemic Era" Among University Students" Supervisor Dr. Maria Prodromou, Dr. A. Eraclides Associate Professor Epidemiology and Public Health, Dr. Eleonora Papaleontiou Associate Professor Psychology Department of Social and Behavioral Science.

In addition, faculty from the Public Health Doctorate Program, and Nursing Program are collaborating in a Doctorate Scientific Committee of Public Health Doctorate thesis exchanging expertise and vice versa. An example of this is the doctorate project with title Evaluation of Postpartum Depression in Cyprus Health Services and the effect of psychoeducation in women. Supervisor Dr. Maria Prodromou, Assistant Professor in Nursing Program, Professor Anna Deltsidou University of Athens, Constantinos Giannakou Lecturer in Public Health Department of Health Sciences.

6. Conclusions and final remarks

Comment by the EEC:

Please provide constructive conclusions and final remarks which may form the basis upon which improvements of the quality of the programme of study under review may be achieved, with emphasis on the correspondence with the EQF. The university should establish a doctoral college. The PhD programme at the department of Nursing Science is still fairly new and will need extra support from the EUC to get stronger. The programme could benefit from a clearer vision for future development and focus as well as more cross-disciplinary collaboration within the university. The teachers appeared enthusiastic, well qualified and with a good track record of publishing in international scientific journals

EUC RESPONSE

The doctorate program aims to support the development of nurse researchers capable to contribute in advancing Nursing Science. The mission of the Doctorate program in Nursing is the successful implementation of its objectives for the optimal development of research. It aims to generate innovative new knowledge to advance the field of Nursing, based on

international standards for doctorate studies and according to the regulations of the European University Cyprus.

EUC supports doctoral level research with the award of grants in the form of registration fee reductions to full-time faculty and students. Every academic year there are 25,000 euros allocated to faculty of the Department of Health Sciences (including Nursing faculty) for covering publication fees to international-peer reviewed journals. Every academic year, Nursing faculty can include in the School's budget any costs for purchasing specific equipment and consumables related to the PhD program.

The doctoral program in Nursing is an emerging program and there will only be one graduate in 2021. Students will have the opportunity to choose from the research themes arising from the interests of the Nursing Program faculty. The future announcement for Ph.D. student applications will include research topics in focused fields.

We plan to increase cross disciplinary teaching and research in our Ph.D. program by developing interdisciplinary research projects with faculty from other Health-Sciences related fields, such as Physiotherapy, Occupational Therapy, Speech and Language Therapy, Public Health etc.

6. Additional for doctoral programmes

Areas of improvement and recommendations

1. The PhD programme is three years full time (180 ECTS) in the School of sciences (health sciences). It was not clear if the students are able to finalise their PhD in three years or if it always takes longer.
2. There were no research seminars, nor a specific course on scientific writing also there is no doctoral college in the university. The EEC did not find information on the maximum number of PhD students one can supervise at the same time.
3. The PhD programme is recent (started in 2015) and was also difficult to assess, since we did not meet any PhD nursing students, which made it difficult to define additional areas that could be improved.

Response by EUC

We thank the EEC for these important recommendations, which we believe lead to improvements in the program's implementation; we have effectively taken them into account, as indicated below:

1. ***Comment by the EEC:*** The PhD programme is three years full time (180 ECTS) in the School of sciences (health sciences). It was not clear if the students are able to finalise their PhD in three years or if it always takes longer.

EUC response:

The minimum duration of PhD studies is 3 years and its maximum duration is 6 years, with 2 additional years of extension of studies upon approval as per EUC regulations. One of our PhD students graduated in six years. There is also a possibility of an extension of up to two additional years (total maximum 8 years), if justified by a student's request and suggestion from the Supervisor, approved by the Department and School, and finally by the Senate. The proposed Year of Entry must be clearly stipulated on the Application form. The period of study can normally be extended, due to leave of absence and agreed part-time study approved by the School. Any work duties are over and above the stipulated time frame. Any changes in the duration of study, including changing status from full-time to part-time mode of study and vice-versa, will be reflected on the "Program" Acceptance Form and the study plan as agreed between the student, the Supervisor and the Department/ School. Appendix C 'Regulations of European University Cyprus on Doctoral Studies (Ph.D.), Article 5.1)

2. ***Comment by the EEC:*** There were no research seminars, nor a specific course on scientific writing also there is no doctoral college in the university. The EEC did not find information on the maximum number of PhD students one can supervise at the same time.



EUC response:

The courses NU700 Advanced research methods; DNU710 Advanced biostatistics; DNU 720 Applied Research Skills and PhD Dissertation, provide information and guidance in research design and scientific writing. The students have first-hand experience in scientific writing and receive feedback in the projects they prepare as part of these courses' requirements. The course syllabi show specific content in scientific writing and dissemination (see Appendix IV). Regarding the implementation of seminars, the Departments of Health Sciences and Medicine have co-organized seminars with national and international speakers in the field of Public Health, as shown in this link: <https://euc.ac.cy/en/events/public-health-lecture-series/>. In addition, in our University, we organize every year a large international Biomedical Congress, as shown here: <https://euc.ac.cy/en/events/9th-international-biomedical-conference-euc-nov21/?fbclid=IwAR0deDbRunvDKzpQnP-jGt0E--I02ERFn0f6noTzY1G4NEI9InmD3hoJGi4>. In these seminars and conferences, Nursing doctorate students can participate mainly by poster presentations.

In the future, we are planning to also include additional Nursing subjects in those seminars and conferences. For example, the Department of Health Science is planning to organize an Interdisciplinary student research workshop for the Fall 2022 where Ph.D. students in Nursing will present their research and attend workshops.

Finally, as far as the maximum number of PhD students one can supervise at the same time, the Department's policy is maximum 5.

C. Higher Education Institution academic representatives

<i>Name</i>	<i>Position</i>	<i>Signature</i>
Prof. Stavroula Andrea Apostolidou	Program Coordinator	<i>S. Apostolidou</i>
Dr. Chrysoulla Thodi	Chairperson, Department of Health Sciences	<i>Chrysoulla Thodi</i>
Dr. Panagiotis Papageorgis	Dean, School of Sciences	<i>Panagiotis Papageorgis</i>

Date: 9.5.2022



INTERNAL REGULATION ON RESEARCH POLICY

54th Senate Decision: 21 December 2017

60th Senate Decision: 2 October 2018

70th Senate Decision: 13 December 2019

80th Senate Decision: 28 January 2021

86th Senate Decision: 14 October 2021

87th Senate Decision: 9 December 2021

Table of Contents

INTRODUCTION	5
1. EUC RESEARCH ETHICS POLICY	6
1.1 SCOPE AND PURPOSE.....	6
1.2 GENERAL PRINCIPLES.....	7
1.3 THE DEFINITION OF HUMAN-RELATED RESEARCH.....	7
1.4 VULNERABLE PARTICIPANTS.....	7
1.5 THE LEGAL FRAMEWORK, THE ROLE OF PROFESSIONAL ASSOCIATIONS AND RESEARCH COUNCILS.....	8
2. GOOD RESEARCH PRACTICES / CODE OF ETHICAL CONDUCT IN RESEARCH	8
2.1 CODE OF ETHICAL CONDUCT IN RESEARCH.....	8
2.2 OPENNESS IN RESEARCH.....	9
2.3 INTEGRITY.....	9
2.4 MISCONDUCT IN RESEARCH.....	9
2.5 WIDE DISSEMINATION OF RESEARCH RESULTS.....	10
3. INTELLECTUAL PROPERTY POLICY	10
3.1 INTRODUCTION.....	10
3.2 DEFINITIONS.....	10
3.3 INTELLECTUAL PROPERTY REGULATIONS.....	11
3.3.1 RESPONSIBILITY.....	11
3.3.2 IDENTIFICATION OF IP (INCLUDING DUTY OF CONFIDENTIALITY).....	12
3.3.3 A SUMMARY OF THE MAIN CLASSES OF IPR IS LISTED BELOW:.....	12
3.3.4 COVERAGE OF THE REGULATIONS.....	14
3.3.5 EXCEPTIONS TO THE REGULATIONS.....	15
3.3.6 DISCLOSURE OF IP.....	16
3.3.7 OWNERSHIP OF IP.....	16
3.3.8 MODUS OPERANDI FOR COMMERCIAL EXPLOITATION OF THE IPR.....	17
3.3.9 IPR PROTECTION.....	18
3.3.10 REVENUE SHARING MECHANISM.....	19
3.3.11 LEAVING THE EUC.....	19
3.3.12 APPLICATIONS TO USE THE EUC'S IP.....	19
3.3.13 BREACH OF THE REGULATIONS.....	19
3.3.14 DISCRETION TO ASSIGN/LICENSE BACK.....	20

3.3.15	AMENDMENTS TO THE REGULATIONS	20
3.3.16	DEATH	20
3.3.17	DISPUTES.....	20
4.	OFFICES, COMMITTEES AND CENTRES FOR RESEARCH.....	21
4.1	VICE RECTOR FOR RESEARCH AND EXTERNAL AFFAIRS.....	21
4.2	SENATE RESEARCH COMMITTEE	21
4.3	RESEARCH FOUNDATIONS AND CENTRES	21
4.4	RESEARCH OFFICE	22
4.5	EUC RESEARCH & INNOVATION MANAGEMENT BOARD.....	22
5.	RULES GOVERNING EXTERNAL RESEARCH PROGRAMMES.....	22
5.1	SUGGESTED PROCEDURE FOR SUBMITTING AND IMPLEMENTING A FUNDED RESEARCH PROJECT.....	22
5.1.1	SUBMISSION OF RESEARCH PROPOSALS:.....	22
5.1.2	PROJECT IMPLEMENTATION	23
5.1.3	FINANCIAL ISSUES CONCERNING EXTERNALLY FUNDED RESEARCH PROJECTS.....	23
5.1.4	UNIVERSITY RESEARCH FUND	24
6.	RULES GOVERNING INTERNAL RESEARCH AWARDS	25
6.1	PURPOSE.....	25
6.2	ELIGIBILITY FOR THE AWARDS	25
6.3	APPLICATION PROCEDURE	25
6.4	SELECTION AND EVALUATION PROCEDURE.....	26
7.	TEACHING HOURS REDUCTION FOR RESEARCH PURPOSES	26
7.1	AWARD OF A THR FOR PARTICIPATION IN RESEARCH PROJECTS	27
7.2	AWARD OF A THR FOR WRITING A BOOK	27
7.3	AWARD OF A THR BY ACCUMULATION OF POINTS	28
8.	EQUIPMENT ACQUIRED THROUGH INTERNAL AND EXTERNAL FUNDING	28
8.1	EQUIPMENT ACQUIRED THROUGH UNIVERSITY FUNDS	28
8.2	EQUIPMENT PURCHASED THROUGH EXTERNAL FUNDING	28
8.3	PROVISION OF COMPUTING EQUIPMENT BY MIS	29
9.	POLICY ON RESEARCH STAFF	29
9.1	INTRODUCTION.....	29
9.2	DEFINITIONS OF ROLES.....	29
9.2.1	JOB DESCRIPTION FOR THE POSITION OF RESEARCH ASSOCIATE	29
9.2.2	JOB DESCRIPTION FOR THE POSITION OF RESEARCH FELLOW	32

9.2.3. JOB DESCRIPTION FOR THE POSITION OF SENIOR RESEARCH FELLOW	33
9.3 PROCEDURES FOR APPOINTMENT	35
9.3.1 SELECTION AND SEARCH PROCEDURES	35
9.3.2 CRITERIA FOR THE APPOINTMENT TO RANK OF RESEARCH ASSOCIATE	35
9.3.3 CRITERIA AND PROCEDURES FOR THE PROMOTION TO THE RANK OF RESEARCH FELLOW	36
9.4 HONORARY RESEARCH STAFF	36
9.4.1 HONORARY PRINCIPAL RESEARCH FELLOW	36
9.4.2 HONORARY SENIOR RESEARCH FELLOW	37
9.4.3 HONORARY RESEARCH FELLOW	37
9.4.4 HONORARY RESEARCH ASSOCIATE	37
9.5 INTELLECTUAL PROPERTY RIGHTS	37
9.6 INVOLVEMENT OF RESEARCH STAFF	37
APPENDIX A:	38
APPENDIX B:	39
APPENDIX C:	41
APPENDIX D	42
D1. POINTS ACCUMULATION FROM RESEARCH	42
D2. POINTS ACCUMULATION FROM RESEARCH / DEPARTMENT OF ARTS	45
APPENDIX E	48

INTRODUCTION

Within the framework of further contribution to the research community, the mission of the European University Cyprus (from now on referred to as the University or EUC) is to develop a pioneering and innovative research infrastructure with the objective of generating new knowledge. The university focuses on both fundamental and applied research and wherever possible the commercial application or exploitation of the research results.

The policy is guided by the following broad objectives:

- 1) The establishment of an interdisciplinary approach for researchers with attractive conditions for accessible movement among institutions, disciplines, sectors and countries, without financial and administrative obstacles.
- 2) The creation of state of the art research infrastructures, including research centres, foundations, units and/or laboratories, which are integrated and networked and accessible to research teams from across the EUC.
- 3) Introduction of a simple and harmonized regime for intellectual property rights in order to enhance the efficiency of knowledge transfer, in particular between public research and industry.
- 4) Optimization of research programs and priorities, for example by developing joint principles for the administration of European, national and regional funding programs.
- 5) The strengthening of international cooperation enabling faculty and other scholars in the world to participate in various research areas, with special emphasis on developing multilateral initiatives to address global challenges.
- 6) The transfer of research-based knowledge to EUC students

Research is conducted by faculty members, research associates/research personnel and PhD students either on their own or within the framework of external (national, European, international) and internal funding programs that are launched by the University.

The Research Policy provides a code of conduct for research and is intended for all staff, including people with honorary positions, faculty members, special teaching personnel, scientific collaborators, special scientists, research associates, and students carrying out research at or on behalf of the University.

All groups mentioned above must familiarize themselves with the Research Policy to ensure that its provisions are observed.

1. EUC Research Ethics Policy

1.1 Scope and Purpose

1. The aim of the EUC Research Ethics policy is to promote and encourage a high quality research and enterprise culture, with the highest possible standards of integrity and practice. The policy applies to all academic, contract research and administrative staff, all research students, as well as undergraduate and masters students who are undertaking research. In short, the policy applies to all disciplines and research activities within the University, or sub-contracted on its behalf.
2. All staff and students are expected to act ethically when engaged in University business. Any research involving animals, human participants, human tissue or the collection of data on individuals requires ethical consideration. While particular attention must be paid to the interests of potentially vulnerable groups, such as children, the University recognises that it has a duty of care towards all members of the wider community affected by its activities. The University also recognises that it has a duty of care to its own staff, and that this includes the avoidance of harm to those undertaking research.
3. The University will establish a framework for research ethics governance in which its Research Ethics Committee will have a central approval, monitoring and training role. The University will establish a Research Ethics Committee with representatives from all the Schools. The Research Ethics Committee will put in place the procedures needed to obtain approval.

It is, however, recognised that it may not always be appropriate or practicable for ethical approval to be sought from the Research Ethics Committee especially when it comes to short or undergraduate projects. Normally undergraduate or taught projects will not require clearance from the Research Ethics Committee and the matter can be dealt with at School and/or Department level. However, when active intervention is involved whether physically invasive or psychologically intrusive the Research Ethics Committee will need to be consulted. In particular, university staff has an obligation to ensure that not only their own research but any undergraduate or masters student research conducted under their supervision is ethically sound. Where research projects are subject to external approval, the School or Department responsible must ensure that this approval is sought and given. Where approval for a project has been given by a Research Ethics Committee at another university, as may be the case with a collaborative project, the EUC Research Ethics Committee must be provided with proof of this.

4. For some research projects it may be necessary to obtain the approval of the Cyprus National Bioethics Committee. Researchers should consult directly

with the Cyprus National Bioethics Committee. Contact details and more information on the approval process can be found on <http://www.bioethics.gov.cy>.

1.2 General Principles

1. The EUC Research Ethics Policy is based on widely accepted principles and practices governing research involving human participants. The key elements are:
 - Minimal risk of harm to participants and researchers;
 - Potential for benefit to the society;
 - Maintenance of the dignity of participants;
 - Minimal risk of harm to the environment;
 - Voluntary informed consent by participants, or special safeguards where this is not possible;
 - Transparency in declaring funding sources;
 - Confidentiality of information supplied by research participants and anonymity of respondents;
 - Acknowledgement of assistance;
 - Appropriate publication and dissemination of research results;
 - Independence and impartiality of researchers.

1.3 The Definition of Human-Related Research

1. All human-related research which includes one or more of the following require ethical assessment and approval at the appropriate level:
 - Direct involvement through physically invasive procedures, such as the taking of blood samples
 - Direct involvement through non-invasive procedures, such as laboratory-based experiments, interviews, questionnaires, surveys, observation
 - Indirect involvement through access to personal information and/or tissue
 - Involvement requiring consent on behalf of others, such as by parents for a child participant

1.4 Vulnerable Participants

1. Some participants may be particularly vulnerable to harm and may require special safeguards for their welfare. In general, it may be inappropriate for undergraduates to undertake research projects involving such participants.
2. Particularly vulnerable participants might be:
 - Infants and children under the age of eighteen
 - People with physiological and/or psychological impairments and/or learning difficulties.

- People in poverty
- Relatives of sick, or recently–deceased, people

1.5 The Legal Framework, the Role of Professional Associations and Research Councils

1. All research undertaken under the auspices of EUC 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.
2. Researchers in particular disciplines should comply with any research ethics guidelines set out by their professional associations.
3. 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.

2. Good Research Practices / Code of Ethical Conduct in Research

2.1 Code of ethical conduct in research

Scholarly inquiry and the dissemination of knowledge are central functions of the University. They can be carried out only if faculty and research personnel abide by certain rules of conduct and accept responsibilities stemming from their research. And they can only be carried out if faculty and research personnel are guaranteed certain freedoms. The University expects that faculty and research personnel will be bound by the following research practices:

All faculty and research personnel are free to choose any research matter, to receive support from any legitimate source, and to create, analyse and derive their own findings and conclusions.

Research methods, techniques, and practices should not violate any established professional ethics, or infringe on health, safety, privacy and other personal rights of human beings and/or animals.

The above principles define the university's role with respect to research carried out on its premises. They are set forth to reinforce, and not diminish each faculty and research personnel's personal responsibilities toward their research, and to assure that each faculty and research personnel's source of funding and research applications are consistent with moral and societal conscience.

2.2 Openness in research

The University recognizes and supports the need for faculty and research personnel to protect their own rights, be they academic or intellectual property rights. Even so, the University encourages all faculty and research personnel to be as open as possible when discussing their research with other researchers and the public. This aims at the dissemination of research performed in the University to enhance the international research community's knowledge and understanding.

2.3 Integrity

Faculty and research personnel must be honest about their research and in their review of research coming from other researchers. This applies to all types of research work, including, but not limited to, analysing data, applying for funding, and publishing findings. The contributions of all involved parties should be acknowledged in all published forms of findings.

Faculty and research personnel are liable to the society, their professions, the University, their students and any funding agency that may fund their research. For this reason, faculty and research personnel are expected to understand that any form of plagiarism, deception, fabrication or falsification of research results are regarded as grave disciplinary offences managed by procedures described in detail in Section 2.4.

Any real or potential conflict of interest should be reported by faculty and research personnel to any affected party in a timely manner in all matters concerning research and peer review. According to the United States National Institute of Health "Conflict of interest occurs when individuals involved with the conduct, reporting, oversight, or review of research also have financial or other interests, from which they can benefit, depending on the results of the research." (<http://www.nih.gov>).

2.4 Misconduct in research

Misconduct in research may involve Fabrication, Falsification, or Plagiarism in proposing, performing, or reviewing research, or in reporting research results. To prove that there has been misconduct in research, the following conditions must be met: The performance of said research has significantly deviated from accepted practices used in the field that the research was performed, and there was intention in the misconduct by the researcher(s).

Any allegations about misconduct in research will be investigated by the University thoroughly, through a special committee formed as described in the University Charter, Annex 11, Article VII.

2.5 Wide dissemination of Research Results

The results of publicly-funded research must be widely disseminated. Wide dissemination can be achieved through teaching, publication, knowledge transfer, or other scientific endeavours which enable open access and ensures availability of knowledge and benefits produced in the framework of research. The dissemination of publicly-funded research is monitored by the Dean of each School and pertinent information is submitted to the Vice Rector through the School Annual Report.

3. Intellectual Property Policy

3.1 Introduction

The EUC is dedicated to teaching, research, and the extension of knowledge to the public. Faculty, research personnel, and students at the University, hereafter referred to as "University Employees," recognize as two of their major objectives the production of new knowledge and the dissemination of both old and new knowledge. Because of these objectives, the need is created to encourage the production of creative and scholarly works and to develop new and useful materials, devices, processes, and other inventions, some of which may have potential for commercialization.

The University acknowledges the need for an Intellectual Property Rights (IPR) policy, which will promote the University's reputation as socially relevant, leading research and teaching organization.

The policy is based on the principles that will govern the ownership rights emanating from research of and/or materials produced by the EUC's members of staff and students, and to establish objectively fair and equitable criteria for the transfer of knowledge. The EUC thus aims to provide support services to promote the creation of Intellectual Property (IP) whilst seeking to maximize the commercial exploitation of the resulting IPR.

Intellectual Property includes, but is not limited to, patents, registered designs, registered trademarks and applications and the right to apply for any of the foregoing, copyright, design rights, topography rights, database rights, brands, trademarks, utility model rights, rights in the nature of copyright, knowhow, rights in proprietary and confidential information and any other rights in inventions.

The EUC acknowledges that registration and commercial exploitation of Intellectual Property is often a long and costly process that is justified once it is ascertained that there exists a business case for such registration and exploitation. It is known that in practice, only a small number of works can be commercially exploited in a viable manner, depending on the nature and marketability of the work in question.

3.2 Definitions

For the purposes of this Policy:

Creator - “Creator” shall mean, employees of EUC, a student, non-employees contracted to EUC for contracts and services, or a member of a Visiting Teaching Staff involved in the production of Disclosable Work.

Disclosable Work – “Disclosable Work” shall mean such work that is novel, original, and/or important and is likely to bring impact and enhance the Creator’s reputation. This work is characterized by the IP rights it generates.

Intellectual Property Policy – “IP Policy” is the name of the policy described here that outlines the regulations of the EUC in regard to disclosure and exploitation of Intellectual Property Rights (IPR).

Organization – “Organization” for the purpose of this document is the European University Cyprus (EUC).

Intellectual Property Adjudication Committee – is the name of the committee established to resolve disputes over interpretation or claims arising out of or relating to this policy, or dispute as to ownership rights of Intellectual Property under this policy.

The Office of the Vice Rector for Research and External Affairs – is the office within the EUC responsible for the development of and enacting this IP Policy and is the interface between the EUC and the Technology Transfer Facility.

The EUC Research & Innovation Management Board (thereafter EUC – RIMB) – is the entity within EUC responsible for the management of knowledge transfer activities and the re-investment of potential revenue in non-economic research activities.

Technology Transfer Facility – “TTF” for the purpose of this policy, is the relevant body responsible for Technology Transfer support in Cyprus.

3.3 Intellectual Property Regulations

3.3.1 Responsibility

1. The IP Policy acknowledges that all members of staff and students have responsibilities with regard to IPR arising from and/or used by them in the course of their teaching/employment.
2. The IP Policy also recognises that all members of staff and students require

support and assistance to help them to meet their responsibilities and this will be provided by the Office of the Vice Rector for Research and External Affairs and, subsequently, by the Technology Transfer Facility.

3.3.2 Identification of IP (including duty of confidentiality)

It is expected that identification will take place when employees, students, or members of staff are involved in creating and developing IP. Much of the IP which will be created by the EUC's employees may be anticipated prior to its creation depending on the nature of the project in question and outputs and results that are expected to be generated. Examples of such outputs which are likely to have potential IP rights arising include (but are not limited to):

- Inventions (whether or not patentable);
- Methodologies;
- Software;
- Databases;
- Educational/training materials and tools;
- Modelling tools;
- Solutions to technical problems; and
- Design/artistic products.

3.3.3 A Summary of the main classes of IPR is listed below:

Patent

A registered patent provides a time-defined (up to 20 years) geographically defined monopoly right to exploit a new commercially valuable invention or process. The basis of the permission to exploit is that the invention's working is disclosed, although patenting is not possible if there has been ANY prior disclosure of the invention. Patents are governed by Cyprus Law or EU Law such as the New Patent Law of Cyprus (Law No. 16(I)/1998).

Copyright

This time-limited right (which varies between 25 and 70 years according to the material) arises automatically on the physical creation (not the idea) of software, original literary, dramatic, artistic or musical work, and in recorded (e.g. film) or published (e.g. layout) derivations. Use of the © mark and owner's name and date is the internationally recognized way of alerting the public to the copyright ownership but the protection (the right to preventing unauthorized copying) exists regardless. Copyright is governed by the Copyright Law, 59/76.

Copyright may be assigned to a third party, but until that point or until a license is agreed it remains the property of the Creator, unless s/he creates the work 'in

the course of his/her employment', in which case it is the property of the employer.

Moral rights

All European countries recognize an author's moral rights. In Cyprus, there are two moral rights: the right of paternity and the right of integrity. These rights relate to the reputation or standing of the creator in the eyes of fellow human beings. To infringe a moral right involves denigrating or harming the author's reputation. The right of integrity means the creator has the right to object to derogatory treatment of his/her work. Basically, this means changing it in a way that affects the nature of the work without permission. Moral rights can be waived (i.e. the author chooses not to exercise the rights) or they can be bequeathed. They cannot be assigned.

Performing rights

Creators of copyright works have the right to protect the physical form in which those works are created – words on the page, pigment on a canvas, or the clay or metal of a sculpture. Performers such as teachers, actors, musicians and dancers also enjoy protection of their performance, especially when recorded on film, video, tape, CD, or in other form.

Performing rights may affect the multimedia elements of online courseware, as well as the Creator's copyright in the material itself.

Database Right

This time-limited (15 years) right arises without registration to protect the compilers of non-original information from losing the benefit of their work through unauthorized copying or re-use.

Industrial Designs

There is automatic time-limited (15 years) protection (the right to prevent unauthorized copying) for unregistered designs, provided authorship can be proved, under the Legal Protection of Industrial Designs and Models Law 4(I)/2002 This design right covers "the appearance of the whole or a part of a product resulting from the features of, in particular, the lines, contours, colors, shape, texture and/or materials of the product itself and/or its ornamentation" on condition of novelty of the design.

On registration under Legal Protection of Industrial Designs and Models Law, the designer of the new pattern or shape which has aesthetic appeal (can be 2 or 3 dimensional) acquires a monopoly right of commercialization for a maximum of 25 years from the filing of the application, divided into 5 periods of 5 years.

An unregistered community design (UCD) gives its owner the right to prevent unauthorized copying of their design throughout the European Union. It is not a monopoly right and lasts for 3 years from the date on which the design was first made available to the public within the Community.

Domain Names

Registering a domain name for Internet use gives a right to use the domain name typically for a period of two years, registered with bodies like ICANN internationally and the University of Cyprus in Cyprus. Owners of trademarks can have established rights to domain names.

Trade Marks

Registering a trade mark under the Cyprus Trade Marks Law, Chapter 268, gives a monopoly right for the use of graphically distinct trading identification signs. Unregistered trade marks have some protection through court actions against "passing off" (piracy), provided that their use has not lapsed for a period of 5 years. Cyprus legislation is fully harmonized with EU Standards applicable in trade mark protection.

EUC's members of staff and students undertake to keep confidential and not disclose any confidential information, data, materials, knowhow, trade secrets or any other IP, to any unauthorised third party and shall also undertake to keep such information secure and strictly confidential both during the course of research activity, be it of an Academic or Collaborative/Contract nature, and also on and following completion thereof.

Any breach of this confidentiality and non-disclosure obligation constitutes a serious breach and may lead to disciplinary action and does not prejudice the rights of the EUC to file any action for damages or any other rights available at law.

3.3.4 Coverage of the Regulations

1. Whom does this IP Policy apply to?

- **Employees:**

By persons employed by the EUC in the course of their employment.

- **Students:**
By student members in the course of or incidentally to their studies at EUC.
- **Non-employees contracted to the EUC:**
By persons engaged by EUC under contracts for services during the course of or incidentally to that engagement.

2. **Sabbatical, Seconded, Visiting Academics and others:**

By other persons engaged in study or research in the University who, as a condition of their being granted access to the EUC's premises or facilities, have agreed in writing that this Part shall apply to them.

3. **Participation of the EUC members of staff/employees and or students in Collaborative and/or Contracted Research.**

The preparation and negotiation of any IP agreements or contracts involving the allocation of rights in and to IP will be undertaken by a competent person authorized for this purpose by the EUC-RIMB.

Issues that will be addressed in such agreements include, but will not always be limited to:

- ownership of Foreground IP;
- licences to Foreground IP for uses outside the project;
- ownership of Background IP;
- licences to use Background IP in the project or activity in question and in relation to the use of the Foreground IP arising from such project or activity;
- allocation of rights to use or commercialise IP arising from any such project or activity and the sharing of revenues; and
- publications arising from the relevant project or activity and the rights arising from such projects or activities.

The terms of such agreements may be subject to negotiation.

3.3.5 Exceptions to the Regulations

1. Unless specifically commissioned, typically the EUC will NOT claim ownership of copyright in certain types of Disclosable Work described in this policy as “Creator Copyright Works”:
 - artistic works;
 - text and artwork for publication in books;
 - articles written for publication in journals;
 - papers to be presented at conferences;
 - theses and dissertations;

- oral presentations at conferences;
 - posters for presentation at conferences; and
 - musical scores.
2. Where IP has been generated under the exception clause of this regulation, the EUC may assign the copyright to the Creator.
 3. Students – undergraduate and/or postgraduate.

3.3.6 Disclosure of IP

1. All persons bound by these Regulations are required to make reasonably prompt written disclosure to the EUC's Office of the Vice Rector for Research and External Affairs at the outset of the work or as soon as they become aware of it (by completion of the Invention Disclosure Form, the information required for which is provided in Appendix B):
 - any IP of potential commercial value arising from their work;
 - the ownership by a third party of any IP referred to or used for their work;
 - any use to be made of existing EUC IP during their work;
 - any IP which they themselves own which is proposed to be used by the EUC.
2. Creators shall keep all Disclosable Work confidential and avoid disclosing this prematurely and without consent;
3. Only disclose any Disclosable Work and the IP relating to it in accordance with the EUC's policy and instructions;
4. Seek EUC's consent to any publication of information relating to any Disclosable Work;
5. Creators must NOT:
 - i. apply for patents or other protection in relation to the Disclosable Work; and
 - ii. use any Disclosable Work for their own personal and/or business purposes and/or on their own account.

3.3.7 Ownership of IP

1. Ownership of IP created by an individual who is an employee is generally determined by considering:
 - Who created the IP?
 - Was the IP created in the course of the Creator's employment?
 - Are there any contractual conditions that affect ownership?
2. Assignment of ownership rights

Generally, the Creator of IP is its legal owner. From the EUC's point of view, the most important exception to this is the general rule that IP is owned by a person's employer where the IP is created as part of, or through the auspices of, the person's employment.

3. The EUC claims ownership of all the Intellectual Property specified in section 2.2, which is devised, made or created by those specified in section 3 and under the exceptions to the regulations in Section 4. It also includes but is not limited to the following:
 - i. Any work generated by computer hardware/software owned/operated by the EUC.
 - ii. Any work generated that is patentable or non-patentable.
 - iii. Any work generated with the aid of the EUC's resources and facilities including but not limited to films, videos, field and laboratory notebooks, multimedia works, photographs, typographic arrangements.
 - iv. Any work that is registered and any unregistered designs, plant varieties and topographies.
 - v. Any University commissioned work generated. Commissioned work is defined as work which the EUC has specifically employed or requested the person concerned to produce, whether in return of special payment or not and whether solely for the University or as part of a consortium.
 - vi. Know-how and information related to the above
 - vii. Any work generated as a result of the teaching process including but not limited to teaching materials, methodologies and course outlines.
 - viii. Material produced for the purposes of the design, content and delivery of an EUC course or other teaching on behalf of the school, whether used at the school's premises or used in relation to a distance learning and/or e-learning project. This type of material includes slides, examination papers, questions, case studies, and assignments ("course materials").
 - ix. Material for projects specifically commissioned by the EUC
 - x. All administrative materials and official EUC documents, e.g. software, finance records, administration reports, results and data.
 - xi. Study guides created by an Instructor for the University

3.3.8 Modus Operandi for Commercial Exploitation of the IPR

1. The EUC-RIMB handles the commercial exploitation of any results obtained under research conducted at EUC (unless this entitlement is relinquished). The Office of the Vice Rector of Research and External Affairs has the responsibility for the administration of Disclosures and will work with the TTF of Cyprus, which has responsibility for commercialisation of Disclosures. As guidance to the commercialisation process, the EUC/TTF will follow a standard process, graphically presented in Appendix A.
2. The Creator/s shall notify the Office of the Vice Rector for Research and External

Affairs 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.

3. The Office of the Vice Rector for Research and External Affairs shall immediately acknowledge receipt of the Disclosure Form. In consultation with the TTF and the Creator/s, shall decide whether the EUC-RIMB and the TTF has an interest to protect and exploit the relevant IPR.
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 EUC-RIMB and TTF decide to protect and exploit the IPR, it is understood that:
 - the Creator/s shall collaborate with the EUC and the TTF, to develop an action plan for the protection and commercial exploitation of the IP;
 - the TTF in collaboration with the Creator/s shall ensure that third party rights are not infringed in any way through the process; and
 - the EUC/TTF shall seek to protect the right of the Creator/s to use the said IP for strictly non-commercial purposes.
5. Should the EUC 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 EUC-RIMB may assign all EUC rights, title and interest in such IP to the Creator/s concerned, whilst the EUC retains the right to use the said IP in whichever manifestation for strictly non-commercial purposes.
6. The Creator/s SHALL NOT enter into any sponsorships or commercial agreements with third parties related to their research at EUC without prior written authorisation by the Office of the Vice Rector for Research and External Affairs. This said, it is understood that consent shall generally be granted to the Creator/s for such requests as long as the IPRs of the EUC are safeguarded; otherwise the claims on IPR expected by the third party must be agreed upon explicitly upfront.

3.3.9 IPR protection

1. Some forms of 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.

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.

3.3.10 Revenue Sharing Mechanism

The EUC's employees and students can benefit from the Revenue Sharing Scheme if their work generates income. The scheme is presented in Appendix C. Note that such revenue to be shared is typically calculated after deduction of all costs incurred by the EUC and TTF in developing, protecting, exploiting, and marketing the Disclosable Work and the Intellectual Property it contains.

3.3.11 Leaving the EUC

Cessation of employment, under normal circumstances, will not affect an individual's right to receive a share of revenue. Exceptions to this rule include: cessation of employment due to disciplinary actions.

3.3.12 Applications to use the EUC's IP

1. The EUC may be willing to consider requests from its staff and/or students for a licence to use specific IP, owned by EUC for their use although the terms and decision to grant any such licences is a decision wholly made by the EUC.
2. Applications for such licence should be made in writing to the Office of the Vice Rector for Research and External Affairs.

3.3.13 Breach of the Regulations

1. Breach of the regulations listed in this Policy may be a disciplinary matter for the EUC's staff and students under the normal procedures.
2. The EUC shall consider all avenues available to it, including legal action if necessary, in respect to persons bound by these regulations who acted in breach of them.

3.3.14 Discretion to assign/license back

1. If the EUC-RIMB does not wish to pursue the commercialisation of any Intellectual Property or does not wish to maintain an interest in the IPR, it has the right to assign such IPR rights to the Creator/s of the IPR by entering into an agreement to enable the IP to be used by the Creators. This will generally only be granted where there is clear evidence that the IP provides no other benefit to the EUC and is not related to other IP, which the EUC has an interest in.

However, the EUC-RIMB shall not assign its IP if it considers that the commercialisation of the IP could potentially bring harm to the name of the EUC. Decisions regarding potential harm will be taken by the Research Ethics Committee of EUC.

2. Requests for any transfer of rights from the EUC to another party with rights should be made in the first instance to the Vice Rector for Research and External Affairs.

3.3.15 Amendments to the Regulations

These Regulations may be amended by the Senate of the EUC on the recommendation of the Vice Rector for Research and External Affairs.

3.3.16 Death

In the event of a researcher's death, the entitlement shall continue for the benefit of his or her estate.

3.3.17 Disputes

1. Any question of interpretation or claim arising out of or relating to this policy, or dispute as to ownership rights of intellectual property under this policy, will be settled by submitting to the EUC's Intellectual Property Adjudication Committee a letter setting forth the grievance or issue to be resolved. The committee will review the matter and then advise the parties of its decision within 60 days of submission of the letter.
2. The Intellectual Property Adjudication Committee will consist of a chair who is a member of the tenured faculty, at the rank of either a Professor or an Associate Professor, one member of the faculty from each School, at the rank of either Assistant Professor or Associate Professor or Professor, an individual from the EUC with knowledge of Intellectual Property and experience in commercialisation of

Intellectual Property, and two other members representing, respectively, the EUC administration, and the student body. The chair will be appointed by the Vice Rector for Research and External Affairs, with the advice and consent of the Senate Research Committee, and the remaining members of the committee will be appointed: the faculty members, each by their School's Council, the administration representative by the University Council or its designee, and the student representative by the Student Union.

The committee will use the guidelines set forth in this policy to decide upon a fair resolution of any dispute.

3. Any disputes regarding the revenue distribution from the exploitation of Disclosable Works will be dealt with in accordance with the EUC's normal member of staff or student dispute procedures as outlined in the contractual terms of conditions.
4. The Parties shall attempt to settle any claim, dispute or controversy arising in connection with this Policy, including without limitation any controversy regarding the interpretation of this Policy, through consultation and negotiation in good faith and spirit of mutual cooperation. Where such claims or disputes cannot be settled amicably, they may be taken to court.
5. This Agreement shall be governed by, and construed in accordance with the laws of Cyprus.

4. Offices, Committees and Centres for Research

4.1 Vice Rector for Research and External Affairs

The Vice Rector for Research and External Affairs (from now on referred to as the Vice Rector) is the person responsible for representing the University on research matters and enhancing activities related to research within the University. Moreover the Vice Rector facilitates and supports, when asked by faculty or research members, all research activities, including the implementation of research projects, the organization of scientific conferences and the establishment of research units/labs. In addition, the Vice Rector is responsible for the smooth implementation of the University's Research Policy.

4.2 Senate Research Committee

The administration of the research activity is facilitated by the Senate Research Committee of the University. The Committee composition is prescribed in the University Charter and the Committee is accountable to the Senate of the University.

4.3 Research Foundations and Centres

Research is carried out in university departments, research foundations, and centers. The Senate suggests to the University Council the formation of new foundations and research centers or the discontinuation of existing ones, if necessary.

The University Council approves the establishment of these foundations and research centres. Separate regulations are issued for the establishment of University research centres. Detailed description of the mission, area of specialization, and operation of each foundation or research centre is given in a separate document.

4.4 Research Office

Detailed description of the mission, area of specialization, and operation of the Research Office is given in a separate document. The job description for the Head of Research Office is presented in Appendix E.

4.5 EUC Research & Innovation Management Board

The Board is appointed by the EUC Senate and is composed by the Vice Rector of Research and External Affairs, the Head of the EUC Research Office, and a senior member of the faculty with an established research and funding securing record. The Board decides independently on research activities and research projects and reports to the Senate.

5. Rules Governing External Research Programmes

5.1 Suggested procedure for submitting and implementing a funded research project

The following rules apply for externally funded research projects:

5.1.1 Submission of research proposals:

Faculty and research personnel that are interested in submitting a proposal or participate in a proposal for ANY kind of externally funded research project (commercial, consultancy, RPF, European etc) should consult and get the approval of the EUC Research Office. The formal procedures developed by the Research Office pertaining to the development of a research proposal and to participation in a research project should be followed in all cases. Given that in all research and consulting application forms a budget also needs to be prepared, the budget will be developed in collaboration with the EUC Research Office, sharing their expertise with the faculty and research personnel and advising them accordingly about the cost models and cost categories used in each case.

This procedure should make sure that the proposal satisfies all the necessary criteria of the particular research call.

The final approval for financial and administrative issues of proposals or projects will be signed by the legal representative of EUC.

5.1.2 Project implementation

The formal procedures developed by the Research Office pertaining to the administration of a research project should be followed in all cases.

In the case where a project is awarded, a copy of the contract and all the original receipts, invoices, contracts and other accounting documents regarding expenses of the project will be maintained by the EUC Research Office without any additional remuneration or personnel costs added to the budget of a project. The researcher/s involved in an externally funded project are responsible for submitting all receipts, invoices, contracts and other accounting documents relevant to their project to this department. No payment will be processed before the submission of the aforementioned documents to the Research Office.

Timesheets should be kept for all projects. These will be used as the basis for calculating the money to be paid to researchers for all types of projects. The EUC Research Office will assist researchers to calculate the hourly and daily rate for each staff member.

The researcher must also inform the Chief Financial Officer of the University, through the EUC Research Office, in order to create a separate ledger (account) in the University's Accounts Department. After completion of the project, the Accounts Department will keep the file on record for 5 years or more if needed by the contractual agreement.

The EUC Research Office should keep a file with all the details concerning the project. The file must be made available to the Senate Research Committee upon request.

5.1.3 Financial issues concerning externally funded research projects

All incoming funds for the execution of a project are deposited in a separate account (ledger) of the University and all necessary expenses with their receipts relating to the project are signed by the Vice Rector for Research and External Affairs,.

The time spent by faculty and research personnel on national, European or international research projects is, with rare exceptions, an eligible cost for

inclusion in a project budget at a level which reflects the time to be spent by faculty and research personnel on the project and the employer's cost. These are real project costs and their inclusion in project budgets is strongly required.

Salary payments to faculty and research personnel will be paid out regularly by the Accounts department upon the project coordinator's request to the Research Office and provided that the allocated amount for the previous period has been received from the funding agency and all reporting requirements for the previous period to the funding agency have been met.

In cases of delay in receiving the predetermined instalment, the University will grant to the researcher the required funds (not his/her compensation/remuneration but costs such as equipment, consumables, traveling) to initiate the research, provided that a copy of the contract and all necessary documentation had been submitted to the Research Office.

Employment of additional temporary staff, budgeted for completion of the research project, will be the responsibility of the project coordinator. The remuneration for temporary staff will depend on the corresponding budget of the project and the possible allocation of funds for this purpose.

Subcontracting activities within the framework of a research project will be the responsibility of the project coordinator. These activities should be in alignment with the corresponding budget of the project, the grant rules, and the EUC subcontracting policy.

In the case where a faculty or research personnel fails to complete a research project due to failure to meet his/her contractual obligations, or if it is clear that there was an intention of misconduct and there are financial damages laid upon the University relating to this event, the faculty or research personnel is liable to pay these damages. This will not be applied in cases such as health problem, etc, where there is clearly not an intention of misconduct.

5.1.4 University research fund

All funds allocated for research from externally-funded research projects, the University as well as funds offered for research purposes from third parties will be deposited in the University Research Fund. Recommendations for the allocation of funds are made by the EUC Research & Innovation Management Board and are subject to the final approval of the Senate. These funds can be used to finance solely non-economic research activities such as:

- (a) Participation of academic researchers in conferences, seminars, and meetings to co-ordinate activities, which are needed for submission of external programmes.

- (b) The administration costs associated with providing support services to academic researchers.
- (c) Organisation of training seminars for the faculty and research personnel of the University; these seminars shall be organized if and only will help/assist and/or facilitate researchers to enhance and further develop their knowledge in subjects related to their research fields and help them design and implement research projects.
- (d) Purchase of software, hardware and equipment that are needed by faculty and research personnel for research projects.
- (e) The funding for the University's Internal Research Awards
- (f) The funding of PhD scholarships
- (g) Development of Infrastructure related to the research activity of the University.
- (h) Funding of the activities of the Research Office of the University
- (i) Open Access Publication Fees
- (j) Any other activities pertaining to the wide dissemination of research-generated outputs

6. Rules Governing Internal Research Awards

The University's "Internal Research Awards" (IRA) are launched on an annual basis by the Senate Research Committee, are announced by the Vice Rector for Research & External Affairs and financed by the University Research Fund and external sponsors as described in Section 5.1.4 above.

6.1 Purpose

IRAs are awarded to EUC faculty in order to pursue research and other creative work. IRAs provide support for exploratory research projects which might result in proposals submitted for external funding or in creative work that is likely to enhance the recognition of the faculty and research personnel and the University at large. IRAs may be used for funding travel, equipment, supplies, PhD student assistants' scholarships, student assistants, research assistants and other expenses. Funding for this programme comes from the University Research Fund.

6.2 Eligibility for the awards

All full-time faculty members of the University who have the rank of Assistant Professor or higher are eligible to apply for the awards. Specific eligibility criteria may apply for each type of award.

6.3 Application Procedure

The Vice Rector for Research and External Affairs initiates the selection process by issuing a call for proposals. The deadline for the submission of proposals will be announced. Application materials will be available from the office of the Vice Rector for Research and External Affairs and the proposals will be submitted electronically to the office of the Vice Rector.

6.4 Selection and Evaluation Procedure

The selection is made by an ad-hoc sub-committee of the Senate Research Committee.

For the evaluation, the following criteria are applicable:

Research Activity 40%

- Quality of the results of the Applicant's research activity and their importance at an international level.
- Publications of the Applicant's research results in distinguished scientific journals and presentations in high impact international conferences.
- Evidence of the use and exploitation of the results of the research activity for the improvement of the quality of life in Cyprus and the wider European area or/and the possibility of commercial exploitation, introduction in the international market and patent registration.

Curriculum Vitae 40%

- Qualifications and achievements of the Applicant.

Future Research 20%

- Suggested framework of activity for the continuation of the applicants' work in the next 2-3 years.

The selection committee may request an external review of each nomination if it is deemed necessary.

7. Teaching Hours Reduction for Research Purposes

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.

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 6 hours per week based on the accumulated research load reduction hours. An exemption may be considered for Deans and Chairs.

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 take into account scheduling constraints and other considerations for the sustainable development of research activity at the university. 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.

7.1 Award of a THR for participation in research projects

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.

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.

The deadlines for submitting a request for teaching load reduction per semester are the following:

For the Fall Semester: 1st of May

For the Spring Semester: 31st of October

If a research proposal was awarded a grant after the special case of approval of a research/grant proposal (i.e. RPF, EU etc) while an academic year is in progress, a THR request should be submitted and be approved prior to the beginning of the next semester, during which the teaching load reduction will be applied. The research project should commence at least one month before the beginning of the next semester for the THR to be awarded.

7.2 Award of a THR for writing a book

A three-hour teaching reduction per semester will be awarded for the purpose of writing a book upon submission of a publishing contract by a reputable publisher. A total of two THR allocations (maximum 6 credits) will be made under the scheme for each book contract. The same deadlines and application procedure apply as in the scheme described in section 7.1.

7.3 Award of a THR by accumulation of points

A third scheme for the award of a THR takes into account the research activity of members of staff and the points they have accumulated according to the tables given in Appendix D. A THR of 3 hours per week is awarded to faculty members once they accumulate 100 (one hundred) points and the same number of points are automatically deducted from his/her accumulated total. Points accumulated over time but not utilized by a member of staff will simply remain at his/her disposal.

Note that members of staff may consider the year 2016 as the starting point for calculating points accumulated through research. The calculation of points will be valid after it has been approved by the Dean of the School and the Vice Rector for Research and External Affairs.

New faculty members can also get THRs under this scheme from the first semester of their employment. The points accumulated from their publications in the five (5) years prior to their appointment will be taken into account.

8. Equipment Acquired through Internal and External Funding

8.1 Equipment acquired through University funds

All equipment that has been acquired through funds that come directly through the university's funds (internal research grants, university research funds) will belong solely to the University and will be used by the faculty and research personnel's affiliated department or lab, according to the affiliation used by said faculty and research personnel in the funded research proposal and/or project. The faculty and research member is entitled to use the equipment throughout the duration of the funded project and this remains within the research unit/laboratory once the project is completed, or within the faculty member's department, under his/her direct supervision if s/he does not belong to a unit / lab. Any required maintenance of the equipment should be undertaken by the University.

8.2 Equipment purchased through external funding

Equipment (software and hardware) is often provided in full or partly in the budget of externally funded projects to enable the faculty and research member to carry out research effectively. This kind of equipment (computers, projectors, software programmes, fax and printing machines, etc.) remains property of the University for the exclusive use for research related activities and remains in the faculty or research personnel's research unit/laboratory or when this is not applicable in his/her department, under his/her supervision. The faculty member is entitled to use the equipment throughout the duration of the externally funded project. When faculty or research personnel who have had externally funded research projects

leave the University, the status of any equipment purchased remains a property of the unit/lab or department that the faculty or research personnel belonged.

Any required maintenance of the equipment should again be undertaken by the University.

The EUC Research Office is committed to working with faculty or research personnel to develop proposals for research and teaching equipment. Equipment grants usually require an institutional match, and faculty or research members are advised to consult with the EUC Research Office and the Director of MIS early in the process about this matter. The MIS should be able to help faculty or research personnel to identify the best hardware and software products and estimate costs for proposal budgets.

8.3 Provision of computing equipment by MIS

The MIS department supplies desktop office computers, computer teaching labs, copy and printing machines and other types of equipment needed for research (software and hardware). The Director of the MIS department is responsible for keeping the University's inventory records and adjust these in the case of equipment purchases or wearing out of equipment (being fully depreciated).

9. Policy on Research Staff

9.1 Introduction

Academic Research Staff are EUC contract employees hired to work on EUC research activities as defined below. As EUC employees, Academic Research Staff are subject to all policies and procedures related to EUC employment, and receive all benefits implied by the employment law.

9.2 Definitions of Roles

The following positions for research staff are being described in the following sections:

- Research Associate
- Research Fellow
- Senior Research Fellow
- Honorary Research Staff

9.2.1 Job Description for the Position of Research Associate

9.2.1.1 Overall Role

For researchers who are educated to first degree level (and Master's degree) and who possess sufficient breadth or depth of knowledge in the discipline of research methods and techniques to work within their own area. Role holders who gain their doctorate during the course of employment will normally be recommended for promotion to Research Fellow, if this is appropriate for the duties and responsibilities of the post.

As a team member of the Research Laboratory/Programme the Research Associate will contribute quality research outputs and conceptual support to projects. With the guidance of the supervisor/programme leader, and within the bounds of the Research Laboratory/Programme mandate, the Research Associate will:

9.2.1.2 Key Responsibilities

- Conceptualize and conduct short-term experiments and research activities in support of broad-based/longitudinal research projects, ensuring consistency with established methodological approaches and models, adherence to project timelines, and completeness of documentation;
- Conduct studies of related literature and research to support the design and implementation of projects and development of reports, ensuring conceptual relevance, comprehensiveness, and currency of information;
- Write and publish articles in peer-reviewed journals that highlight findings from research and experimental activities ensuring consistency with the highest standards of academic publication and showcasing the Centre's/Programme's scientific leadership;
- Communicate to Programme/Project team developments/progress and results of research activities ensuring that relevant information and issues in the implementation of projects/experiments are captured in as comprehensive and timely manner as possible;
- Develop collaborative links with core scientific personnel in related programme areas to gain exposure to, and build knowledge on experimental/research activities and approaches, in order to subsequently improve conceptual development and implementation of existing programmes;
- Utilize appropriate and current techniques/protocols in experimental laboratory management to ensure integrity and security of experimental process, comprehensive documentation, and replicability of experimental procedures;
- Design and organize databases along project frameworks and experimental research design that support overall research management, including the monitoring and evaluation of project inputs, actions, and outcomes, as well as the subsequent integration of these databases to other databanks;
- Identify areas of improvement within the research structure using integrated management approaches in pursuit of capacity building/strengthening and the preservation of scientific rigor in research studies.
- To contribute to the design of a range of experiments/fieldwork/research methodologies in relation to the specific project that they are working on

- To set up and run experiments/fieldwork in consultation with the Principal Investigator, ensuring that the experiments/fieldwork are appropriately supervised and supported. To record, analyse and write up the results of these experiments/fieldwork.
- To prepare and present findings of research activity to colleagues for review purposes.
- To contribute to the drafting and submitting of papers to appropriate peer reviewed journals.
- To prepare progress reports on research for funding bodies when required.
- To contribute to the preparation and drafting of research bids and proposals.
- To contribute to the overall activities of the research team and department as required.
- To analyze and interpret the results of their own research

9.2.1.3 Skills and Qualifications

Education: Level Bachelor and/or Master's in the Programme Area

Experience and Skills:

Basic research skills and knowledge of research techniques

Ability to analyse and write up data

Ability to present and communicate research results effectively to a range of audiences

9.2.1.4 EUC Pertaining Benefits

Researchers will have access to facilities which are necessary and appropriate for the performance of their duties.

- Desk, Telephone line and PC

- MS Office, SPSS, Email and Printing Rights

- Business Cards with the University Emblem and the Research Laboratory they belong to

- Full access to the library

All researchers must receive the same forms of employment documentation as other academic-related staff of the University:

- a formal contract signed by the relevant appointing authority;

- written confirmation of any changes in the terms of employment;

- job description or the generic description of the role and, where appropriate, a list of expected research goals;

- further to the completion of the contract, researchers are responsible for returning in good condition all the equipment as well as business cards that have been provided to them.

9.2.2 Job Description for the Position of Research Fellow

9.2.2.1 Overall Role

A Research Fellow is a researcher with some research experience and who has typically been awarded a doctoral degree. A Research Fellow will often have supervisory responsibilities for more junior researchers and will often lead a team of researchers to achieve a research project's aims. They will initiate, develop, design and be responsible for the delivery of a programme of high quality research and may have full authority over several phases of project work.

9.2.2.2 Key Responsibilities

- Design, Conceptualize and conduct short-term experiments and research activities in support of broad-based/longitudinal research projects, ensuring consistency with established methodological approaches and models, adherence to project timelines, and completeness of documentation;
- Supervise and Conduct studies of related literature and research to support the design and implementation of projects and development of reports, ensuring conceptual relevance, comprehensiveness, and currency of information;
- Write and publish articles in peer-reviewed journals that highlight findings from research and experimental activities ensuring consistency with the highest standards of academic publication and showcasing the Centre's/Programme's scientific leadership;
- Take the lead within the team and communicate to Programme/Project team developments/progress and results of research activities ensuring that relevant information and issues in the implementation of projects/experiments are captured in as comprehensive and timely manner as possible;
- Develop collaborative links with core scientific personnel in related programme areas to gain exposure to, and build knowledge on experimental/research activities and approaches, in order to subsequently improve conceptual development and implementation of existing programmes;
- Utilize appropriate and current techniques/protocols in experimental laboratory management to ensure integrity and security of experimental process, comprehensive documentation, and replicability of experimental procedures;
- Design and organize databases along project frameworks and experimental research design that support overall research management, including the monitoring and evaluation of project inputs, actions, and outcomes, as well as the subsequent integration of these databases to other databanks;
- Identify areas of improvement within the research structure using integrated management approaches in pursuit of capacity building/strengthening and the preservation of scientific rigor in research studies.
- Develop research objectives, projects and proposals.
- Conduct individual or collaborative research projects.
- Identify sources of funding and contribute to the process of securing funds.

- Act as principal investigator on research projects.
- Manage and lead a team of researchers to achieve the aims of a research project.
- Oversee and appropriately supervise and support the research activities (experiments, fieldwork etc.) of a research programme/project.
- Ensure that research results are recorded, analysed and written up in a timely fashion.
- Manage research grants in accordance with EUC Financial Regulations and the conditions of the funding body (e.g. EU, RPF etc.)
- Prepare and present findings of research activity to colleagues for review purposes.
- Submit papers to relevant peer reviewed journals and attend and present findings at relevant conferences.
- Prepare progress reports on research for funding bodies when required
- Participate in and develop external networks, for example to identify sources of funding or to build relationships for future research activities

9.2.2.3 Skills and Qualifications

Education: Level PhD in the Programme Area

Experience: at least 1-3 years relevant experience.

The candidate must possess sufficient specialist knowledge in the specific discipline to develop research programmes and methodologies.

9.2.2.4 EUC Pertaining Benefits

Researchers will have access to facilities which are necessary and appropriate for the performance of their duties.

- Desk, Telephone line and PC

- MS Office, SPSS, Email and Printing Rights

- Business Cards with the University Emblem and the Research Laboratory they belong to

- Full access to the library

All researchers must receive the same forms of employment documentation as other academic-related staff of the University:

- a formal contract signed by the relevant appointing authority;
- written confirmation of any changes in the terms of employment;
- job description or the generic description of the role and, where appropriate, a list of expected research goals;
- further to the completion of the contract, researchers are responsible for returning in good condition all the equipment as well as business cards that have been provided to them

9.2.3. Job Description for the Position of Senior Research Fellow

9.2.3.1 Overall Role

A Senior Research Fellow is an experienced researcher holding a leadership role in a research group/centre/institute. Post-holders are expected to undertake the role of Principal Investigator on major research projects, exhibit a strong reputation for independent research, and provide academic leadership. They are also expected to support the management activity of the relevant School/Research Centre, and contribute to the delivery of the School's/ Centre's/Laboratory's research strategy.

9.2.3.2 Key Responsibilities

- Supervise postgraduate research students
- Contribute to the development of research strategies for the relevant School/Centre/Laboratory.
- Define research objectives and questions
- Develop proposals for research projects which will make a significant impact by leading to an increase in knowledge and understanding
- Actively seek research funding and secure it as far as it is reasonably possible
- Generate new research approaches
- Review and synthesise the outcomes of research studies
- Interpret findings obtained from research projects and develop new insights
- Contribute generally to the development of thought and practice in the field
- Provide academic leadership to those working within research areas - for example, by co-ordinating the work of others to ensure that research projects are delivered effectively and to time
- Contribute to the development of teams and individuals through the appraisal system and providing advice on personal development
- Act as line manager (e.g. of research teams)
- Act as a personal mentor to peers and colleagues
- Provide advice on issues such as ensuring the appropriate balance of research projects, appointment of researchers and other performance related issues
- Identify opportunities for strategic development of new projects or other areas of research activity and contribute to the development of such ideas

9.2.3.3 Skills and Qualifications

Education: Level PhD in the Programme Area

Experience: at least 7-10 years relevant experience. Significant post-qualification research experience with a track record of high-quality publications.

Experience of successful supervision of students

Experience in a leadership role in a Research Group/Centre or Laboratory

9.2.3.4 EUC Pertaining Benefits

Researchers will have access to facilities which are necessary and appropriate for the performance of their duties.

- Desk, Telephone line and PC
- MS Office, SPSS, Email and Printing Rights
- Business Cards with the University Emblem and the Research Laboratory they belong to
- Full access to the library

All researchers must receive the same forms of employment documentation as other academic-related staff of the University:

- a formal contract signed by the relevant appointing authority;
- written confirmation of any changes in the terms of employment;
- job description or the generic description of the role and, where appropriate, a list of expected research goals;
- further to the completion of the contract, researchers are responsible for returning in good condition all the equipment as well as business cards that have been provided to them

9.3 Procedures for Appointment

9.3.1 Selection and Search Procedures

As a general rule, an appointment to the Academic Research Staff requires a search for a suitable candidate. Searches are initiated with a written vacancy announcement, such as in relevant professional journals or other publications.

The text for the announcement should be sent to the Office of the Vice Rector of Research and External Affairs and the Office of the Director of Human Resources, clearly describing the terms of employment, length of employment, identity and duration of funding sources contributing to his or her salary and line manager (the person the researcher will be reporting to). The text should be advertised for a reasonable amount of time. A copy of a current CV, a cover letter and at least one recommendation should be sought for. A short list of the potential candidates will be created based on merit and the top part of the list will be called for a structured interview with the line manager. At the end of the procedure, the line manager will report back to the Office of the Vice Rector of Research and External Affairs and the Office of the Director of Human Resources, the name(s) of the proposed Researcher.

9.3.2 Criteria for the Appointment to Rank of Research Associate

Minimum qualifications as described in Section 9.2.1.

9.3.3 Criteria and Procedures for the Promotion to the Rank of Research Fellow

A Research Associate may, during the course of his/her appointment obtain, his/her PhD. In such cases, the employee (provided that he/she fulfils the work experience as described in Section 9.2.2) is promoted to the rank of Research Fellow. If the funding source that sponsors the program the researcher is assigned to accounts for a pay rise this is immediately applied.

9.4 Honorary Research Staff

The work of Research Centres is enhanced by the involvement and collaboration in the Research Centres' activities of personnel who are not employees of the University. To recognise the association, EUC may confer an honorary title to such individuals during the period of their association. An honorary title may not be conferred on an employee of EUC.

The title to be conferred will depend on the level of distinction and qualification of the candidate. Applications should come from the Dean of the School with:

- a copy of the person's CV
- a citation that should include:
 - a description of contributions to teaching
 - research being undertaken with academic staff as evidenced by joint publications/research projects and research grants or contracts being held jointly or a significant involvement in industry/academic joint activities within the College
 - rationale for offering the association
 - the start date and end date of the association

Honorary titles are intended to recognise ongoing attachments and are awarded for a fixed term, normally up to three years in the first instance. No monetary honorarium is associated with the offer.

The honorary research titles that can be awarded are:

9.4.1 Honorary Principal Research Fellow

Will have made an outstanding contribution to teaching and research

9.4.2 Honorary Senior Research Fellow

Extensive research experience required, the quality of which is determined by refereed publications, invitations to speak at conferences, hold an established national reputation and a known or developing international reputation. Have the ability to attract significant external research funding. Will usually lead a team of other research staff, possibly drawn from several disciplines

9.4.3 Honorary Research Fellow

Proven ability of high quality research, evidenced by authorship of a range of publications. Capable of attracting external research funding. May be required to undertake project management and/or supervise teams and other research staff; expected to provide expert advice and guidance to others

9.4.4 Honorary Research Associate

Required to produce independent original research and to take initiatives in planning of research.

9.5 Intellectual Property Rights

All IP generated throughout the employment of an Academic Research Staff Member belongs to EUC. In such cases that the Researcher is employed in a project that assigns explicit IP rights (e.g. an EU funded project) then the rules as set out by the funding agency are followed.

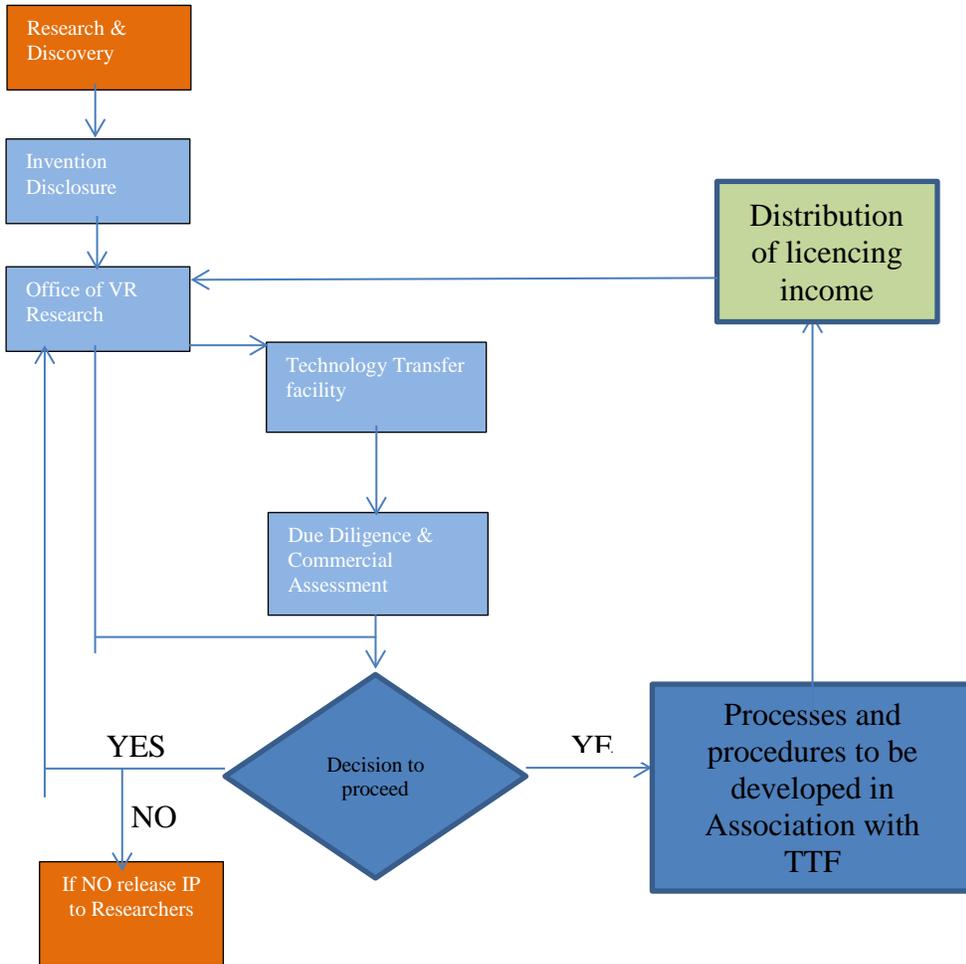
Honorary Research Staff may be required to assign the rights to any IP they create in the course of their academic activities to EUC. EUC may have obligations to organisations which are funding the research (e.g. an EU funded project) in question which it will not be able to honour without such an assignment of rights being in place. For the purposes of IP rights associates are treated as if they were EUC Employees.

9.6 Involvement of Research Staff

Wherever possible, Academic Research staff should be encouraged to take part in university decision making processes, for example by inclusion in relevant departmental committees. Where appropriate, researchers should be included at University level, for example as representatives in working groups and staff consultation exercises.

Appendix A:

A Technology Transfer Process Map – to be completed when the TTF has been established.



Appendix B:

Invention Disclosure Guidelines

Invention Disclosure Form - Example

An Invention Disclosure Form (IDF) is designed to determine the basic facts relating to an invention, design, or copyright material. It is a way of capturing an invention and establishing who the inventors are, what the invention is, who is funding it, what the anticipated product/ market is and initiate Intellectual Property (IP) due diligence. Information on the following aspects of an invention should be included in an Invention Disclosure Form.

1. Descriptive Title of the Invention.
2. Who was involved? Please specify for each individual who contributed, invented or authored (if software):
 - a. Their names and if any are foreign nationals;
 - b. Who their employer is; are any contracts or arrangements in place?
 - c. What they contributed to the development of the technology (e.g. came up with the original idea; designed experiments; carried out experimental work; wrote code)
3. Detail of your invention:
 - a. What do you think your invention is?
 - b. What will your invention be used for?
 - c. What are the advantages of your invention and how does it improve on the present situation?
 - d. What is new about your invention?
 - e. How and why does it work? What is the science behind the invention
 - f. Are there any other uses of the invention?
4. Interest from external organisations and their details.
5. Information on published literature (including patents) relevant to your invention?
6. When and where the invention was first conceived?
7. What are your future plans for developing the technology?
8. Who have you told about the invention, when and where?
9. When did you first describe the invention in writing or electronically?
10. Publications, abstracts, conferences to date.
11. Publication and conference plans.
12. Funding information (comprehensive), e.g. including third party support, Material Sales or Transfers, patient consents.

For inventions that include software, please provide the following additional information.
13. Application name and version number.

14. For source code developed by the researchers identified in question 2 above, include: source files used, programming languages, development tools, copyright protection in source code.
15. For new versions, include: source files changed, added or removed since the previous version, documentation required for others to use, if the source files have been distributed outside the university, and in what form, and are the source files available as a web-download – inc. URL and terms under which the download is available.
16. For other source files or libraries that are required to build the software application (external software), list the following: all external software required to use the application; who owns that software, how was the software obtained, license terms or FOSS – name of the license.

Appendix C:

Suggested Revenue Sharing Scheme

The EUC will share royalty income with employees and/or students involved in producing Disclosable Work whose exploitation generates revenue. Payments are overseen by the EUC-RIMB, but the EUC will normally share royalty income in accordance with the table below. This may be either as a lump sum or as royalty income over a period of time.

Table C1

Net Revenue	Allocated to the Creator/s	Allocated to the EUC Research Fund	Allocated to the Creator'/s School Budget	Allocated to Support the TTF
100%	50%	20%	20%	10%

Appendix D

D1. Points accumulation from Research

Table D1 details the evaluation categories which will be used for the calculation of research points allocated to EUC researchers. The table has been constructed taking into account the following:

1. The points awarded are based on the evaluation of research accomplishments, not on the estimation / calculation of hours spent during the implementation of a research activity.
2. A research accomplishment is any research-related activity which strengthens the research portfolio and enhances the research esteem of a researcher in particular, and the EUC in general
3. It is apparent that specific research accomplishments cannot be evaluated in a similar manner across the range of research disciplines. Therefore, the following table is implicitly “averaging” the weight of these accomplishments, so that the scheme can be operational and fair.
4. The term “national”, when used in association with a conference, refers to one which is local in nature (i.e. only researchers from Cypriot Universities and other Cypriot research establishments participated in it).
5. The term “international”, when used in association with a conference, refers to one which is international in nature (i.e. researchers from Universities and other research establishments from at least two countries participated in it).
6. The term “national”, when used in association with a publication refers to one published by a Cypriot university or other Cypriot academic publishing house.
7. The term “international”, when used in association with a publication refers to one published by an international university or other international academic publishing house.

Where a publication of any type (conference, journal, book chapter, monograph, textbook, book, or other) concerns two or more authors, the following points’ calculation rules will apply: For cases up to (and including) two (2) authors, full points are awarded to the author in consideration. For each additional co-author (three (3) authors or more), a deduction of 2 points will be implemented on the full points’ allocation for the category considered. The minimum points that an author will be awarded cannot be smaller than 50% of the full points’ allocation for the category considered.

Table D1

Points	Conferences	Journals	Books	Research Projects	Other*
5	<ol style="list-style-type: none"> 1. Presentation of poster / article in national conference (refereed) 2. Presentation as invited keynote speaker (refereed national conference) 			<ol style="list-style-type: none"> 1. Unsuccessful submission of funded research proposal in national / international organization (research partner) 	<p>Member of scientific / conference organizing committee (national / international)</p>
10	<ol style="list-style-type: none"> 1. Presentation of refereed poster / article in international conference (refereed) 2. Presentation as invited keynote speaker (refereed international conference) 3. Editor of national conference proceedings (refereed) 	<ol style="list-style-type: none"> 1. Publication of refereed journal article (journal not in ISI / Scopus / ACM / IEEE/etc.) 2. Editor of refereed journal special issue (journal not in ISI / Scopus / ACM / IEEE/etc.) 	<p>Publication of refereed book chapter (national)</p>	<ol style="list-style-type: none"> 1. Unsuccessful submission of funded research proposal in national organisation (project coordinator) 	<p>General Chair or Program Chair of refereed national conference</p>
15	<ol style="list-style-type: none"> 1. Editor of international conference proceedings (refereed) 		<p>Publication of refereed book chapter (international)</p>	<ol style="list-style-type: none"> 1. Unsuccessful submission of funded research proposal in international organization (project coordinator) 	<p>General Chair or Program Chair of refereed international conference</p>

Table D1 (continues)

Points	Conferences	Journals	Book Chapters / Editors	Research Projects	Other*
20		1. Editor of refereed journal special issue (journal in ISI / Scopus / ACM / IEEE/etc.)	Editor of refereed book / book series		
25		1. Publication of refereed journal article (journal in ISI / Scopus / ACM / IEEE/etc.)			

* For these categories only 50% of the points will be accumulated

D2. Points accumulation from Research / Department of Arts

Due to the nature of the research conducted in the Department of Arts, Table D2 has been produced to address the research output of the Department. For all other research outputs such as journal papers, conferences, books, etc. the European University Cyprus' "Points' accumulation" table given in section D1 must be followed.

Table D2

Points	Other				
	Performance /Exhibition (Artist)		Creative works		Workshop/Seminars/Festivals /Competitions/ Broadcasts/Residencies
	Music	Graphic Design/Visual Arts	Music	Graphic Design/Visual Arts	
5	A01 Performance - National level (partial performance)	A02 Participation in local group exhibition	A03 Composition for up to 4 musicians		A04 <ul style="list-style-type: none"> • National Performance or Broadcast of a composition/arrangement • Adjudication of Competition • Invited workshop / art lecture in national conference/festival
10	A05 Performance - International level (partial performance) Part of ensemble studio recording/ less than 3 tracks	A06 Participation in international group exhibition	A07 Composition from 5-10 musicians	A08 Publication design (national/international) - booklets covers	A09 <ul style="list-style-type: none"> • International Performance or Broadcast of a composition/arrangement • Competition Finalist • Invited workshop / art lecture in international conference/festival • Invited Artist (Workshop)
15	A10 Performance - National level (entire concert) Performance with Large Ensemble Part of ensemble studio recording/ more than 3 tracks	A11 Editor of exhibition catalogue (national/international)	A12 Composition for 10 musicians and above	A13 Publication design (international) - books and exhibition catalogues	A14A <ul style="list-style-type: none"> • Competition Winner • Invited Artist (Festival – duration more than three days) A14B Chair of international arts/music festival

20	<p>A15 Performer – International level (entire concert) /</p> <p>Solo studio Recording (CD) less than 3 tracks</p>	<p>A16 Participation in national solo exhibition</p>	<p>A17 Composition for Symphonic Orchestra</p>	<p>A18 Commissioned work by government/museum/ other cultural institution</p>	<p>A19 Participation in funded international residency</p>
25	<p>A20 Solo studio Recording (CD) more than 3 tracks</p>	<p>A21 Participation in international solo exhibition</p>	<p>A22 Publication of a composition (Score/CD) by an International Music Publishing House /Recording company</p>	<p>A23 Project: Curation of national / international exhibition</p>	

Appendix E

JOB DESCRIPTION FOR THE HEAD OF EUC RESEARCH OFFICE

Head of EUC Research Office

The Head of EUC Research Office is the chief administrative officer of the Office and is accountable/ reports to the Vice Rector of Research and External Affairs. He/she is ex officio member of the Senate Research Committee and a member of the EUC – Research & Innovation Management Board. He/she provides leadership in the services provided by the Office to the research community of the University and is responsible for the overall management of the Office's resources and staff. He/she acts as agent of the Office in executing the EUC Research Administration procedures, and serves as the medium of communication for all official business of the Research Office with other University authorities and bodies and the public. The Head of Research Office has ultimate responsibility for the general operation and development of the Office.

Duties and Responsibilities of the Head of Research Office

1. JOB SUMMARY

The Head of Research Office reports to the Vice Rector of Research and External Affairs. He/she has the overall responsibility for the smooth and effective functioning of the Research Office, and is responsible for the coordination and the development of the Office's operations.

2. DUTIES AND RESPONSIBILITIES

The key areas of duties and responsibilities of the Head of Research Office are as follows:

a. **Contribution to Academic Excellence**

- Promotes, encourages and supports academic excellence through the University's participation in funded research projects and other research activities.
- Contributes to the achievement of goals pertaining to research within the university as set by the Vice Rector of Research and External Affairs
- Provides ongoing support to the Vice Rector of Research and External Affairs for the implementation of the University's Research Policy and improvement of research outputs and performance.
- Implements, in cooperation with the Vice Rector of Research and External Affairs, the procedures of the University (Research Administration Procedures) concerning the submission of proposals and the administration of projects funded by national, European and international funding agencies and other bodies. Ensures that new academic staff are made aware of these procedures and facilitates for their smooth adaptation to the environment.

- Overviews the operations of the Research Office as follows:
 - I. Monitoring of national, European, and international funding opportunities and dissemination to faculty and researchers
 - II. Administrative support provided during the submission of research proposals and during the management of a wide range of research projects
 - III. Organization of presentations and training sessions for the EUC faculty, other teaching personnel, and researchers affiliated with the University
 - IV. Organization of outreach events aiming at the wide dissemination of research outputs produced by the University (e.g. Research Days)
 - V. Contribution to University Quality Assurance processes
- Accepts/undertakes additional responsibilities/functions/duties as may be assigned by the Vice Rector of Research and External Affairs and the University in general.

b. Internal processes, procedures and controls

- Assumes responsibility for the department's overall performance and ensures that tasks are executed effectively and on time according to the relevant policies
- Reviews and recommends changes for the adaptation or improvement of existing institutional policies and procedures related to research.
- Prepares relevant reports and/or documents for quality control purposes and alignment with the directives of funding organizations
- Safeguards personal and other confidential information and acts as the GDPR Data Protection Officer of the Research Office

c. Relations with other Academic Entities

- Serves as an ex officio member of the Senate Research Committee and the EUC – Research & Innovation Management Board.
- Represents the Office in its working relationship with other Schools, departments, academic units within the University.
- Participates in all decisions about the operation of the Research Office
- Serves on various committees as set forth in Internal Regulations
- Encourages inter-disciplinary links within the University, as well as collaborative links in research activities with other Universities and research organizations
- Represents the University in professional matters external to the University setting, i.e. relevant to the University's relations with research stakeholders, funding agencies, and partner institutions.

d. Staff Governance

- Oversees and makes decisions on the allocation of the Research Office's personnel's tasks

- Assesses and ensures the effectiveness of all personnel in a continuous quality improvement
- Serves as liaison with the Director of Human Resources and oversees the development of staff in the Research Office
- Articulates the University policies and procedures to the Office's personnel and ensures that all involved parties have the same level of understanding of the Office's policies and procedures, and offers relevant support as needed
- Maintains good working relationships with the Office's personnel
- Holds regular meetings with the Office's personnel to review, inform and consult on administrative and strategic development issues pertinent to the Office
- Identifies resource needs (staff, infrastructure, other) for the Research Office in cooperation with the Vice Rector of Research and External Affairs.



INTERNAL REGULATION ON

SABBATICAL LEAVE

73rd Senate Decision: 22 May 2020

Policy on Sabbatical Leave

1. Purpose

The objective of a Sabbatical Leave is to increase a faculty's value to the University and thereby improve and enrich its programs. Such leave is not regarded as a reward for service or as a vacation or rest period occurring automatically at stated intervals. Sabbatical leaves are granted for planned travel study, formal education, research, writing of papers, monographs and books or other experience of academic value.

A Sabbatical Leave, as distinguished from a terminal leave, a leave without compensation, or a leave for reasons of health, is defined at EUC as a leave for encouraging faculty members to engage in scholarly research and international networking that will increase their scholarly achievement or their capacity for service to the University internationalization policy. A Sabbatical Leave is not granted for taking regular academic or other employment with a financial advantage elsewhere.

2. Terms

A Sabbatical Leave is granted to a faculty member, beginning September 1, for the usual teaching terms (i.e., September to June complete) of one academic year (two semesters). However, as an alternative, a faculty member who has qualified for a full year of Sabbatical Leave may apply for such sabbatical to be divided into two terms falling within a six-year period, each such term representing one semester.

The cost of replacing a faculty member during Sabbatical Leave is to be kept as low as possible by arrangements such as rotating courses, employing part-time academic staff, and making internal adjustments in the academic Departments concerned. In all cases, the relevant School must give the final approval for the implementation of the Sabbatical Leave in a particular semester so that the smooth operation of the academic programs offered by the School is not affected by severe staff shortage.

3. Procedure for Granting a Sabbatical Leave

Application for a Sabbatical Leave should be made by the faculty member and submitted to the Department Chairperson no later than December 1, preceding

the academic year in which the leave will be carried out. The faculty member should submit the completed application form which will include a plan of activities during the Sabbatical Leave. Letters of acceptance from the institutions which will host the faculty member during his/her leave should also be attached.

The Department Chairperson must forward the application with an accompanying recommendation to the appropriate Dean by the following December 15. The recommendation shall include a statement of the proposed method of handling the normal duties of the faculty member while on leave.

The Dean must forward each application and the accompanying recommendation of the Department Chairperson, together with the Dean's own recommendation, to the Office of the Rector by January 15.

The Office of the Rector will forward all applications to the Chair of the Ad-hoc Committee which will evaluate the proposals. The Ad-hoc Committee will consist of the Vice-Rector of Research & External Affairs (chair), the Vice-Rector of Academic Affairs and the Director of Human Resources. The evaluation procedure for the awards is described in the following section.

4. Evaluation Procedure for the Sabbatical Awards

The Committee will decide each year the number of new sabbatical awards which will be made to the whole University. This will not be less than 3% of EUC faculty in the current academic year.

The Committee will determine the number of new sabbatical awards which will be made to each School in the current academic year. To do this, the Committee will consider the proportion of sabbatical leave awards which have been made to faculty members of each School of the University in the last three years including the current academic year. The Committee will ensure that with the new awards this proportion for each School does not deviate by more than 20% from its proportion of faculty members. Deviations exceeding 20% from these proportions may be allowed in the first three years of the implementation of the policy (starting academic year: 2020-21).

Once the number of new sabbatical awards to each School is determined, the Committee will select the applicant(s) from each School who have the highest number of points as calculated with the scheme described in Appendix A (below).

Applicants will be notified about the outcome of their application by March 15.

5. Sabbatical Leave and Sponsored Research

A faculty member is entitled to supplement the salary provided by the University during the period of leave with funding provided by an institutional, national or international source for academic activities.

6. Eligibility

Eligibility for a Sabbatical Leave is limited to full-time faculty members who have achieved tenure rights and who have completed six years of full-time service as faculty at European University Cyprus. In general, at least six years must elapse between consecutive sabbaticals.

At the end of a sabbatical leave, the faculty member should forward to the Department Chairperson and the Dean copies of a report on activities undertaken during the period of the leave.

Chairs of Departments, Deans of Schools, Vice-Rectors and the Rector are not eligible for a sabbatical leave award during their term of office.

Appendix A

Point calculation system for Sabbatical Awards

This Appendix describes the point calculation system which will be used for selecting the candidates in each School which will be awarded a Sabbatical Leave (see section 4).

The point calculation system awards points by considering the research activity of faculty in the past 5 years.

- Scopus document in the past 5 years: 30 points
- Scopus citations to documents published in the past 5 years: 2 points per citation
- Successful research proposals–National:

Principal investigator (PI) of the whole proposal	Local Coordinator of the proposal	Participant in the proposal
50 points	20 points	10 points

- Successful research proposals–European Union

Principal investigator (PI) of the whole proposal	Local Coordinator of the proposal	Participant in the proposal
100 points	40 points	20 points

Example: A faculty member published 3 Scopus papers in the past 5 years which have 10, 1, 3 Scopus citations respectively. He/she submitted one national proposal as a PI. What are his/her total points?

The total points are calculated as follows:

Papers: $3 \times 30 = 90$ pts

Citations: $(10 + 1 + 3) \times 2 = 28$ pts

Proposals: $50 = 50$ pts

Total points $90 + 28 + 50 = 168$ pts



INTERNAL REGULATION ON
EUC's ANNUAL AWARDS FOR EXCELLENCE IN RESEARCH

70th Senate Decision: 13 December 2019

1. Introduction

This document outlines a proposal for Research Awards to European University Cyprus faculty who distinguish themselves in their research activity. The awards aim to reward research excellence and nurture a research culture at the University.

The following awards will be made on an annual basis:

- “EUC Research Award – Young Researcher”
- “EUC Research Award – Distinguished Researcher”

Both the “EUC Research Award – Young Researcher” and the “EUC Research Award – Distinguished Researcher” are awarded, in rotation, in the following thematic areas:

- Life Sciences
- Physical Sciences & Engineering
- Social Sciences, Arts & Humanities

The first award for “Young Researcher” will be made in Life Sciences and the first award for “Distinguished Researcher” will be made in Social Sciences, Arts & Humanities.

2. EUC Research Award – Young Researcher

2.1 Nomination

The nominated researchers for the “EUC Research Award – Young Researcher” will have a maximum of seven (7) years of experience since the completion of their PhD and up to the announcement date of the Call. Extensions are possible under certain circumstances for career breaks for maternity or paternity leave, military service or documented sick leave.

The researchers should be nominated by another faculty member and be aware of the nomination at the time of submission. There is no restriction on the number of young researchers a person may nominate for the Award.

Nominations should be submitted to the Office of the Vice Rector of Research & External Affairs by email **by the 28th of February every year, 13:00 at the latest.**

The nominations should be submitted in **English** using the relevant submission form (attached), which is available by the Office of the Vice Rector of Research & External Affairs.

2.2 Selection

The selection will be made by an ad-hoc sub-committee of the Senate Research Committee.

For the evaluation, the following criteria are applicable:

Research Activity 40%

- Quality of the results of the Young Researcher's research activity and their importance at an international level.
- Publications of the Young Researcher's research results in distinguished scientific journals and presentations in high impact international conferences.
- Evidence of the use and exploitation of the results of the research activity for the improvement of the quality of life in Cyprus and the wider European area or/and the possibility of commercial exploitation, introduction in the international market and patent registration.

Curriculum Vitae 40%

- Qualifications and achievements of the Young Researcher.

Future Research 20%

- Suggested framework of activity for the continuation of the Young Researcher's work in the next 2-3 years.

The selection committee may request an external review of each nomination if it is deemed necessary.

In case the level of nominated researchers is seen as unsatisfactory, the committee maintains the right not to grant the Award.

3. EUC Research Award – Distinguished Researcher

3.1 Nomination

The "EUC Research Award – Distinguished Researcher" is granted to excellent scientists with extensive research experience, who have demonstrated significant and internationally recognized research results. The Award aims to appraise and promote the work and personality of these distinguished scientists who honour European University Cyprus through their high-quality research and its impact.

The nominated researchers for the "EUC Research Award – Distinguished Researcher" must hold a PhD and have a minimum of seven (7) years of research experience since the completion of their PhD and up to the announcement date of the Call.

The researchers should be nominated by another faculty member and be aware of the nomination at the time of submission. There is no restriction on the number of researchers a person may nominate for the Award.

Nominations should be submitted to the Office of the Vice Rector of Research & External Affairs by email **by the 28th of February every year, 13:00 at the latest.**

The nominations should be submitted in **English** using the relevant nomination form (attached), which is available by the Office of the Vice Rector of Research and External Affairs.

3.2 Selection

The selection will be made by an ad-hoc sub-committee of the Senate Research Committee.

For the evaluation, the following criteria are applicable:

Research Activity

- Quality of the most important research results of the nominee, with emphasis on the last five (5) years, their importance and impact at an international level.
- Evidence of the use and exploitation of the results of the research activity for the improvement of the quality of life in Cyprus and the wider European area or/and the possibility of commercial exploitation, introduction in the international market and patent registration, as well as publications in distinguished international scientific journals, books, chapters in books or monographs and presentations in high impact international conferences.

Overall Career

- Awards and honorary distinctions, member of scientific boards and academies.
- Important collaborations with distinguished researchers/entities abroad.

Leadership skills

- Leadership skills and ability to inspire the next generation of researchers.

The selection committee may request an external review of each nomination if it is deemed necessary.

In case the level of nominated researchers is seen as unsatisfactory, the committee maintains the right not to grant the Award.

4. Funding

The winners of both awards will receive a minimum of 1000 euros.



EUROPEAN UNIVERSITY CYPRUS

NOMINATION FORM

FOR YOUNG RESEARCHER CANDIDACIES

GENERAL PROFILE OF THE NOMINATION	
COMPETITION	RESEARCH AWARD – YOUNG RESEARCHER 2020
CALL IDENTIFIER	AWARD-YR/202.../....
NAME OF NOMINEE	
THEMATIC AREA	1. LIFE SCIENCES <input type="checkbox"/> 2. PHYSICAL SCIENCES & ENGINEERING <input type="checkbox"/> 3. SOCIAL SCIENCES AND HUMANITIES <input type="checkbox"/>

PART A:

PROFILE OF NOMINATOR			
Surname			
Name			
Position			
School			
Telephone		Mobile	
E-mail		Fax	
DECLARATION OF NOMINATOR			
I, the undersigned, hereby declare that, to the best of my knowledge, all the information included in this form is true. I also confirm that I have informed the nominee for the submission of this nomination.			
Signature of Nominator:			
Date:			

PROFILE OF NOMINATED YOUNG RESEARCHER (NOMINEE)			
Surname			
Name			
Nationality			
Date of Birth			
Position			
School			
Telephone		Mobile	
E-mail		Fax	
Other Affiliations			
Doctoral Studies			
Name of Institution			
PhD Thesis title or field			
Date of PhD Award	/ / DD / MM / YYYY		

PART B:

RATIONALE FOR THE NOMINATION (*max. 2 pages*)

Briefly describe the reason for the submission of this nomination. Why does the Young Researcher deserve the award? Why is the researcher's work considered to be promising? Describe the skills and qualifications of the nominee, the main milestones and achievements in his/her career during his/her Doctorate/Post Doctorate studies or during his/her employment in the area of research, as well as the added value and benefit of the nominee's work and its significance in the economic, social and technological development of Cyprus, Europe or/and the world.



EUROPEAN UNIVERSITY CYPRUS

NOMINATION FORM
FOR DISTINGUISHED RESEARCHER CANDIDACIES

GENERAL PROFILE OF THE NOMINATION	
COMPETITION	RESEARCH AWARD – DISTINGUISHED RESEARCHER 2020
CALL IDENTIFIER	AWARD-DR/202.../....
NAME OF NOMINEE	
THEMATIC AREA	SOCIAL SCIENCES AND HUMANITIES

PART A

PROFILE OF NOMINATOR			
Surname			
Name			
Position			
School			
Telephone		Mobile	
E-mail		Fax	
DECLARATION OF NOMINATOR			
I, the undersigned, hereby declare that, to the best of my knowledge, all the information included in this form is true. I also confirm that I have informed the nominee for the submission of this nomination.			
Signature of Nominator:			
Date:			

PROFILE OF NOMINATED DISTINGUISHED RESEARCHER (NOMINEE)			
Surname			
Name			
Position			
School			
Telephone		Mobile	
E-mail		Fax	
Other Affiliations			
Doctoral Studies			
Name of Institution			
PhD Thesis title or field			
Date of PhD Award	/ / DD / MM / YYYY		

PART B:

RATIONALE FOR THE NOMINATION (*max. 2 pages*)

Briefly describe the reason for the submission of this nomination. Why does the researcher deserve the award? Why is the researcher considered to be distinguished? Describe the skills and qualifications of the nominee, the main milestones and achievements in his/her career (with specific reference to the last five years), as well as the added value and benefit of the nominee's work and its significance in the economic, social and technological development of Cyprus, Europe or/and the world.

ANNEX IV: Syllabus Advanced Quantitative and Qualitative Research Methods

Course Title	Advanced Quantitative and Qualitative Research Methods				
Course Code	DNU700				
Course Type	Compulsory				
Level	Doctoral (3 rd cycle)				
Year / Semester	1 st year / 1 st semester				
Teacher's Name	Dr. Mamais Ioannis				
ECTS	10	Lectures / week	3 hours/14 weeks	Laboratories / week	None
Course Purpose and Objectives	<p>The aim of the course is to familiarize students with advanced quantitative and qualitative approaches to nursing issues through the various forms and methods of research. The course also aims to enable them to utilize research data, to analyse them using appropriate statistical analysis software packages, to interpret and write their study in academic language and with sufficient scientific documentation. At the same time, the course aims to study the different types of quality data collection, their organization and analysis and the export of patterns and emerging themes using quality data analysis software. Finally, the course aims to develop the critical ability of doctoral students / three to interpret and evaluate published quantitative and qualitative research papers in the field of nursing and wider health research.</p>				
Learning Outcomes	<p>Upon successful completion of the course students should be able to:</p> <ul style="list-style-type: none"> • Identify and interpret the value of research methodology in the application of documented practice in the field of public health • Identify and interpret both advanced quantitative and qualitative studies • Recognize and analyze and describe steps of the research design - protocol and collection of data in both quantitative and qualitative studies • Recognize and describe the rules of ethics when conducting a research study • Interpret results in both advanced quantitative and qualitative studies • Create or/and weigh survey questions or assessment tools, considering the importance of concepts of reliability and validity in both research and clinical practice, thus avoiding any systematic errors • Apply various sampling procedures • Analyze problems related to the internal and external validity of a research and provide ways to solve those problems • Demonstrate the ability to critically read and evaluate the quality of published research work with various assessment tools in the field of public health so that they can understand limitations of research in an article 				

	<ul style="list-style-type: none"> • Collect available data on both published and unpublished studies (grey-literature) responding to a specific and pre-determined research question, to interpret results of systematic reviews and meta-analysis in the field of nursing. 		
Prerequisites	None	Co-requisites	None
Course Content	<p>At the end of the course the students will be able to know the content of Advanced Research Methodology course with emphasis on public health research.</p> <ul style="list-style-type: none"> • The lesson describes the concepts and forms of scientific research, ethics in research as well as scientific ways of solving problems in Nursing. • Training will be provided to find information with advanced techniques and search strategies across a variety of electronic medical databases. • The concepts of the research problem, research cases and protocols as well as pilot research will be explained and clarified. • The various sampling methods and the concepts of reliability and validity will be taught. • It will analyze the various threats that may affect the internal and external validity of an experiment and how to deal with them. • Students will be taught the various data collection tools as well as data handling according to the variables and scales that belong to them. • Particular emphasis will be given to systematic review and meta-analysis, the hierarchy of scientific documentation and the critique of the quality of published articles. • Introduction to Qualitative Research, Initial Steps in the Research Process, Data Collection: Interviewing, Participant Observation and Documents as Sources of Data, Focus Groups as Qualitative Research, Sampling and Site Selection. Approaches to Qualitative Research: Ethnography, Grounded Theory, Narrative Inquiry, Phenomenology, Mixed Methods: Combining Qualitative and Quantitative Research, Data Analysis and Completion: Data Analysis: Procedures, Practices and Use of Computers, Establishing Quality: Trustworthiness and Validity, Writing up Qualitative Research. • Introduction to Qualitative Research Initial Steps in the Research Process Data Collection Interviewing Participant Observation and Documents as Sources of Data Focus Groups as Qualitative Research 		

	<p style="text-align: center;">Sampling and Site Selection</p> <ul style="list-style-type: none"> • Approaches to Qualitative Research <p> Ethnography Grounded Theory Narrative Inquiry Phenomenology Mixed Methods: Combining Qualitative and Quantitative Research </p> <ul style="list-style-type: none"> • Data Analysis and Completion • Data Analysis: Procedures, Practices and Use of Computers • Establishing Quality: Trustworthiness and Validity • Writing up Qualitative Research, 								
Teaching Methodology	Face-to face								
Bibliography	<ol style="list-style-type: none"> 1. Higgins JPT, Green S. Cochrane Handbook for Systematic Reviews of Interventions Version 5.1.0 [updated March 2011]. The Cochrane Collaboration, 2011. 2. Larry Christensen, R. Burke Johnson, Lisa A. Turner, Research Methods, Design, and Analysis, 11th Edition, Allyn and Bacon, 2010, 3. Padgett DK. Qualitative and Mixed Methods in Public Health. SAGE Publications Ltd, London, 2011 4. Saks M Allsop J. Researching Health Qualitative, Quantitative and Mixed Methods, Second Edition. SAGE Publications Ltd, London, 2012 5. Picardi CA, Masick KD. Research Methods Designing and Conducting Research with a Real-World Focus. SAGE Publications Ltd, London, 2013 6. Marder P. Michael, Research Methods for Science. Cambridge University, 2011 7. Holloway, I., & Galvin, K. (2018). <i>Qualitative research in nursing and healthcare</i>. 								
Assessment	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Exams</td> <td style="text-align: center;">60%</td> </tr> <tr> <td>Class Participation and attendance</td> <td style="text-align: center;">10%</td> </tr> <tr> <td>Exercises / Project</td> <td style="text-align: center;">30%</td> </tr> <tr> <td></td> <td style="text-align: center;">100%</td> </tr> </table>	Exams	60%	Class Participation and attendance	10%	Exercises / Project	30%		100%
Exams	60%								
Class Participation and attendance	10%								
Exercises / Project	30%								
	100%								
Language	Greek								

Τίτλος Μαθήματος	Προχωρημένη Μεθοδολογία Ποσοτικής και Ποιοτικής Έρευνας				
Κωδικός Μαθήματος	DNU700				
Τύπος μαθήματος	Υποχρεωτικό				
Επίπεδο	Διδακτορικό (3 ^{ος} κύκλος)				
Έτος / Εξάμηνο φοίτησης	1 ^ο έτος / 1 ^ο εξάμηνο				
Όνομα Διδάσκοντα	Δρ. Ιωάννης Μαμάης				
ECTS	10	Διαλέξεις / εβδομάδα	3 ώρες/14 εβδομάδες	Εργαστήρια / εβδομάδα	Κανένα
Στόχοι Μαθήματος	<p>Το συγκεκριμένο μάθημα έχει ως σκοπό να καταστήσει τους φοιτητές/τριες ικανούς στην επιστημονική αναζήτηση πληροφοριών και γνώστες των βασικών αρχών οργάνωσης και διεξαγωγής μιας επιστημονικής έρευνας στο τομέα της Νοσηλευτικής. Επίσης μέσω του συγκεκριμένου μαθήματος οι φοιτητές/τριες θα πρέπει να αναπτύξουν δεξιότητες όσον αφορά τις μεθόδους αξιολόγησης της αρθρογραφίας και να αντιληφθούν την σημασία της ηθικής στην διεξαγωγή μιας έρευνας. Τελειώνοντας, με την ολοκλήρωση του μαθήματος θα πρέπει οι φοιτητές/τριες να εμπεδώσουν την αξία της μεθοδολογίας έρευνας στην εφαρμογή τεκμηριωμένης πρακτικής στο χώρο της Νοσηλευτικής.</p>				
Μαθησιακά Αποτελέσματα	<p>Με την ολοκλήρωση του μαθήματος ο διδασκόμενος αναμένεται να είναι σε θέση να:</p> <ul style="list-style-type: none"> • Προσδιορίζει και να ερμηνεύει την αξία της μεθοδολογίας έρευνας στην εφαρμογή τεκμηριωμένης πρακτικής στο χώρο της δημόσιας υγείας • Προσδιορίζει και να ερμηνεύει τόσο τις ποσοτικές όσο και τις ποιοτικές μελέτες • Περιγράφει και να διακρίνει και επιλέγει ένα προς ένα τα βήματα του ερευνητικού σχεδιασμού –πρωτοκόλλου και της συλλογής δεδομένων τόσο σε ποσοτικού όσο και σε ποιοτικού τύπου μελέτες • Ορίζει και να περιγράφει τους κανόνες της ηθικής και δεοντολογίας κατά την διεξαγωγή της έρευνας • Προσδιορίζει και να εφαρμόζει τον τρόπο παρουσίασης των αποτελεσμάτων τόσο σε ποσοτικού όσο και σε ποιοτικού τύπου μελέτες. 				

	<ul style="list-style-type: none"> • Δημιουργεί και να σταθμίζει ερωτηματολόγια ή εργαλεία αξιολόγησης λαμβάνοντας υπόψη τη σημασία των εννοιών της αξιοπιστίας και της εγκυρότητας τόσο στην έρευνα όσο και στην κλινική πράξη, αποφεύγοντας έτσι οποιαδήποτε συστηματικά σφάλματα • Εφαρμόσει διάφορες διαδικασίες δειγματοληψίας • Αναλύσει τα προβλήματα που σχετίζονται με την εσωτερική και εξωτερική εγκυρότητα ενός πειράματος και να παρέχει τρόπους επίλυσης των προβλημάτων αυτών • Επιδεικνύει την ικανότητα της κριτικής ανάγνωσης και σκέψης επιστημονικών άρθρων με διάφορα εργαλεία αξιολόγησης μελετών, στο χώρο της Νοσηλευτικής έτσι ώστε να μπορεί να κατανοήσει τα προβλήματα και τις απειλές των ερευνών στην αρθρογραφία • Συγκεντρώνει όλα τα διαθέσιμα δεδομένα τόσο δημοσιευμένων όσο και αδημοσίευτων μελετών που απαντούν σε ένα συγκεκριμένο και προκαθορισμένο ερευνητικό ερώτημα, και να επεξηγεί τα αποτελέσματα συστηματικών ανασκοπήσεων και των μετα-αναλύσεων στο χώρο της Νοσηλευτικής. • Σχεδιάζει και να γράφει μια ερευνητική πρόταση. 		
Προαπαιτούμενα	Κανένα	Συναπαιτούμενα	Κανένα
Περιεχόμενο Μαθήματος	<p>Με το τέλος του μαθήματος οι φοιτητές/τριες θα είναι σε θέση να γνωρίζουν το περιεχόμενο του μαθήματος Μεθοδολογία της Έρευνας με έμφαση στην έρευνα στο χώρο της νοσηλευτικής.</p> <p>Το μάθημα περιγράφει τις έννοιες και τις μορφές της επιστημονικής έρευνας, την ηθική στην έρευνα καθώς και τους επιστημονικούς τρόπους επίλυσης προβλημάτων στο χώρο της δημόσιας υγείας.</p> <p>Θα γίνει εκπαίδευση στην ανεύρεση πληροφοριών με προχωρημένες τεχνικές και στρατηγικές αναζήτησης σε πληθώρα βάσεων ιατρικών δεδομένων.</p> <p>Θα επεξηγηθούν και αποσαφηνισθούν οι έννοιες του ερευνητικού προβλήματος, των ερευνητικών υποθέσεων και πρωτοκόλλων καθώς και η πιλοτική έρευνα.</p> <p>Θα διδαχθούν οι διάφοροι τρόποι δειγματοληψίας καθώς και οι έννοιες της αξιοπιστίας και εγκυρότητας.</p> <p>Θα αναλυθούν οι διάφορες απειλές που μπορεί να προσβάλλουν την εσωτερική και εξωτερική εγκυρότητα ενός πειράματος και οι τρόποι αντιμετώπισής τους.</p> <p>Οι φοιτητές/τριες θα διδαχθούν τα διάφορα μέσα και εργαλεία συλλογής δεδομένων καθώς και το χειρισμό των δεδομένων ανάλογα με τις μεταβλητές και τις κλίμακες που ανήκουν.</p>		

	<p>Ιδιαίτερη έμφαση θα δοθεί στη συστηματική ανασκόπηση και μετα-ανάλυση, στην ιεραρχία της επιστημονικής τεκμηρίωσης και στη κριτική της ποιότητας των δημοσιευμένων ερευνών.</p> <p>Επεξήγηση για τα Αρχικά Βήματα στην ποιοτική Ερευνητική Διαδικασία</p> <p>Συλλογή ποιοτικών δεδομένων,</p> <p>Συνεντεύξεις, Παρατήρηση Συμμετεχόντων και Έγγραφα ως Πηγές Δεδομένων,</p> <p>Ομάδες εστίασης ως ποιοτική έρευνα,</p> <p>Δειγματοληψία, Προσεγγίσεις στην Ποιοτική Έρευνα:</p> <p>Εθνογραφία, Θεμελιωμένη θεωρία, Αφηγηματική Διερεύνηση, Φαινομενολογία,</p> <p>Μικτές Μέθοδοι: Συνδυασμός Ποιοτικής και Ποσοτικής Ερευνα</p> <p>Ανάλυση και Συμπλήρωση ποιοτικών Δεδομένων: Διαδικασίες, Πρακτικές και Χρήση Υπολογιστών, Καθιέρωση Ποιότητας: Αξιοπιστία και Εγκυρότητα, Συγγραφή Ποιοτικής Έρευνας,</p> <p>Τέλος, οι φοιτητές/τριες θα μάθουν τους διάφορους τρόπους συγγραφής και παρουσίασης μιας έρευνας και θα κάνουν πρακτική στα διάφορα συστήματα συγγραφής των αρθρογραφικών αναφορών.</p>
<p>Μεθοδολογία Διδασκαλίας</p>	<p>Διδασκαλία στην τάξη</p>
<p>Βιβλιογραφία</p>	<ol style="list-style-type: none"> 1. Higgins JPT, Green S. Cochrane Handbook for Systematic Reviews of Interventions Version 5.1.0 [updated March 2011]. The Cochrane Collaboration, 2011. 2. Larry Christensen, R. Burke Johnson, Lisa A. Turner, Research Methods, Design, and Analysis, 11th Edition, Allyn and Bacon, 2010, 3. Padgett DK. Qualitative and Mixed Methods in Public Health. SAGE Publications Ltd, London, 2011 4. Saks M Allsop J. Researching Health Qualitative, Quantitative and Mixed Methods, Second Edition. SAGE Publications Ltd, London, 2012 5. Picardi CA, Masick KD. Research Methods Designing and Conducting Research with a Real-World Focus. SAGE Publications Ltd, London, 2013 6. Marder P. Michael, Research Methods for Science. Cambridge University, 2011 7. Holloway, I., & Galvin, K. (2018). <i>Qualitative research in nursing and healthcare</i>.

Αξιολόγηση	<table border="1"><tr><td data-bbox="454 226 981 264">Εξετάσεις</td><td data-bbox="981 226 1149 264">60%</td></tr><tr><td data-bbox="454 264 981 302">Παρουσία και Συμμετοχή στην τάξη</td><td data-bbox="981 264 1149 302">10%</td></tr><tr><td data-bbox="454 302 981 340">Εργασίες / Project</td><td data-bbox="981 302 1149 340">30%</td></tr><tr><td data-bbox="454 340 981 378"></td><td data-bbox="981 340 1149 378">100%</td></tr></table>	Εξετάσεις	60%	Παρουσία και Συμμετοχή στην τάξη	10%	Εργασίες / Project	30%		100%
Εξετάσεις	60%								
Παρουσία και Συμμετοχή στην τάξη	10%								
Εργασίες / Project	30%								
	100%								
Γλώσσα	Ελληνική								