Doc. 300.1.2

Date: 05.09.2025.

Higher Education Institution's Response

- **Higher Education Institution:**
  European University Cyprus

- **Town:** Nicosia, Cyprus

- **Programme of study**

  In Greek:

  Επιστήμη Υπολογιστών (3-8 Έτη/180 ECTS, Διδακτορικό)

  In English:
  Computer Science (3-8 Years/180 ECTS, Doctor of Philosophy

- **Language(s) of instruction:** English

- **Programme's status:** Currently operating programme of study

- **Concentrations (if any):**

  In Greek: Concentrations
  In English: Concentrations

eua EUROPEAN UNIVERSITY ASSOCIATION   INQAAHE INTERNATIONAL NETWORK FOR QUALITY ASSURANCE AGENCIES IN HIGHER EDUCATION   EDEN   ΚΥΠΡΙΑΚΗ ΔΗΜΟΚΡΑΤΙΑ REPUBLIC OF CYPRUS

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A. Guidelines on content and structure of the report

- *The Higher Education Institution (HEI) based on the External Evaluation Committee's (EEC's) evaluation report (Doc.300.1.1 or 300.1.1/1 or 300.1.1/2 or 300.1.1/3 or 300.1.1/4) must justify whether actions have been taken in improving the quality of the programme of study in each assessment area. The answers' documentation should be brief and accurate and supported by the relevant documentation. Referral to annexes should be made only when necessary.*

- *In particular, under each assessment area and by using the 2nd column of each table, the HEI must respond on the following:*

  - *the areas of improvement and recommendations of the EEC*
  - *the conclusions and final remarks noted by the EEC*

- *The institution should respond to the EEC comments, in the designated area next each comment. The comments of the EEC should be copied from the EEC report **without any interference** in the content.*

- *In case of annexes, those should be attached and sent on separate document(s). Each document should be in *.pdf format and named as annex1, annex2, etc.*

1. Study programme and study programme's design and development
(ESG 1.1, 1.2, 1.7, 1.8, 1.9)

Areas of improvement and recommendations **by EEC**	Actions Taken by the Institution	For Official Use ONLY
1. The EEC recommends that, in alignment with international standards — the doctoral programme be presented as developing "deep, cutting-edge, specialist skills and knowledge", and not "broad knowledge about CS", which is the objective of the BSc and MSc programmes. The current presentation reads like the doctorate is "a second masters" — a doctoral graduate does not know how to "understand research" and "use existing tools and methods" but rather is trained to push the state of the art of human knowledge forward, and to develop new tools and methods.	We thank the EEC for their careful consideration of the programme and for their productive comments. Based on the EEC recommendation, we have amended the program's learning outcomes, general and specific ones, so that to be more focusing on advanced topics of computer science, as suggested by EEC. We attach the revised specific learning outcomes of the programme in Annex 1.	Choose level of compliance:
2. The EEC recommends to clarify the programme structure and orientation to avoid that it appears as an "US PhD Light". For example by having less "coursework" during semester 1 and by getting rid of the "comprehensive exam" — and, in its place, have the students develop a document which contains: - A "for public consumption" introduction to the topic of their Thesis Proposal - A rigorous and exhaustive literature and methodology "state of the Art" - A refined "Problem Statement" positioning the topic of the thesis proposal with respect to the state of the art - This may result in publication of a "review article" — as is often the case in other institutions — thus contributing to the scientific output of the department, as well as be a strong first chapter for the PhD thesis.	In alignment with the EEC's recommendation, we have restructured the program's structure as follows: -We removed the comprehensive examination; -We increased the ECTS of the stage "Ph.D. Research Proposal" to 30 (instead of 30). Please see the update structure of the programme in Table 1 and Table 2 in Annex 2. Also, for the successful finishing of this stage, we added the requirement of a review article or presentation on the problem where the Ph.D. is focused on. Please see updated Ph.D. Programme Guide appearing in Annex 4 (see section 9 there).	Choose level of compliance:
3. The EEC wonders if establishing a formal "training programme" for PhD supervisors might be beneficial: a lecturer completing it successfully might be an indicator of maturity for promotion to assistant professors. Such a programme could include formal requirements of having accompanied a	The Department appreciates this feedback from the EEC. We have therefore decided to implement a yearly seminar delivered by the coordinator of the programme and faculty members that had successfully supervised Ph.D. students, where the important information about advising Ph.D.	Choose level of compliance:

successful PhD graduate as co-supervisor, as well as modules on conflict resolution, pedagogics, etc., to the benefit of also the PhD students.	students will be presented to new Ph.D. advisors, including formal requirements of having accompanied a successful Ph.D. graduate, modules on conflict resolution, pedagogics, etc. A detailed program of the training appears in Annex 9.	
4. The EEC therefore recommends that efforts be made to increase the number of qualified main PhD supervisors through both recruitment of senior faculty members, and efforts to accompany current lecturers towards promotion.	The Department appreciates this feedback from the EEC. Towards satisfying this recommendation of EEC, the following actions have been taken: -To address these pressures and strengthen both our teaching and research capacity, the Council of the Department of Computer Science and Engineering, in its meeting on 14/07/2025, reviewed the Department's academic staffing needs and decided to recommend the opening of the following full-time faculty positions: • Faculty position in Artificial Intelligence (Any Rank) – to commence in Fall 2026 • Faculty position in Computer Science (Any Rank) – to commence in Spring 2026 Faculty position in Robotics and Rehabilitation (Lecturer or Assistant Professor) – to commence in Fall 2026. The positions were approved by the EUC 111th Senate Meeting which took place on the 23rd of July 2025 and have been announced in EUC website, here. Please see our response in the Departmental Response document (Section 4, Item 1) -In addition, we are pleased to report that two new faculty members have already been appointed and will officially join the Department on 1st September 2025: • Dr. Constantinos Psomas, as Assistant Professor in Data Science /Big Data • Dr. Iacovos Ioannou, as Assistant Professor in Software Engineering.	

	These recent appointments and upcoming new positions are expected to reduce the current teaching load per faculty, provide additional subject-matter expertise, and support the Department's ongoing efforts to balance teaching excellence with research productivity. -To support internal staff development and promotion, the University is committed to offering various professional development opportunities. This includes mentoring schemes, targeted support for grant applications, incentives for research productivity, and participation in national and international academic networks (as previously mentioned). Staff development is also guided by a formal Performance Appraisal process every two years (please see section 5 *Teaching Staff*, point 3, as well as *Annex IV* of the Departmental response,) ensuring reflective professional growth aligned with University-wide objectives. These initiatives aim to build capacity within the existing staff and create clear pathways for internal promotion to senior academic ranks, fostering continuity, leadership stability, and succession within the Department. More details of our actions for internal staff development and promotion are explained in Annex 5 of this document.	
5. On the topic of PhD juries, in view of the ambitions of the department to extend their internationalization and thus affirm their trajectory along European standards, the EEC wonders if the inclusion of international members in PhD juries could be a consideration? A side-benefit from inviting an international professor to be on a PhD jury is, that it's an occasion to expose (BSc, MSc, and PhD students) to an international guest lecture.	The Department appreciates this feedback from the EEC. In alignment with this, the Department Ph.D. regulations demand that all Ph.D. examination committees include at least one external international member. The Regulation allows a second external member as well. Therefore, efforts will be made for increasing the external members of the examination committees. Please see the specific regulation in section 6, page 9 in Annex 8.	

6. EEC would like to encourage that some formalized quality control safeguards be considered. This, especially, in view that each PhD student has a supervisory team with not all members being resident at the department. This could be as simple as to codify what the department has collectively adopted as "best practices" during the 5 years of existence of the doctoral programme. It could also be the introduction of a formal expectation to maintain of a "lab notebook" — recording progress, ideas, envisioned tasks and milestone between the student and the supervisors. Such a "lab notebook", shared among the student and the supervisory team, could also be a tool to use with an external review committee every 6 or 12 months.	We confirm that the Ph.D. in Computer Science Programme Guide (please see Annex 4, page 15) includes Annex I which is a sample of the "Six Month Progress" Form that needs to be completed and signed by the student, his/her supervisor and the Programme Coordinator. Regarding the recommendation for creating a supervision meeting record form for the purpose of keeping records on what was discussed and agreed at each supervision meeting, we would like to note that students receive written feedback on all drafts of their written work and further suggestions are also recorded either on the draft itself or via email. Furthermore, it is considered common practice that the student records suggestions and feedback during all oral meetings and then sends a written report to the supervisor to confirm the accuracy of this record.	
7. The department has an admirable ambition to grow the PhD programme — both for the sake of the PhD students, but also for faculty development and for increase of the scientific production to the benefit of the university, department, and programme international rankings. One of the identified obstacles to this is the low number of PhD fellowships available reducing the potential candidate pool. Thus, globally, the EEC encourages that the University helps the department be able to provide an increased number of PhD fellowships. Among the different options, the EEC would like to encourage: - Reflections on creation of PhD fellowships through TAships	We appreciate the EEC's recognition of the Department's ambition to sustain a Ph.D. total of approximately 30 active students and acknowledge the concern raised regarding funding. While there is no blanket funding model for all doctoral students, the Department supports doctoral education through multiple mechanisms. A key institutional scheme is the annual award of competitive Ph.D. scholarships administered by the Office of the Vice Rector for Research and External Affairs (see Annex VIII of the Departmental response *IR on Ph.D. Scholarships Award system*). These scholarships are granted to faculty members who demonstrate outstanding research productivity — based on high-impact publications, external funding, and research leadership — and are intended to support top-tier Ph.D. candidates under their supervision. This scheme fully covers tuition fees for the duration of the students' studies and serves as both an incentive for research	

	excellence and a driver of doctoral programme growth. The University plans to expand the scheme of PhD scholarships. In parallel, the Department has previously engaged doctoral students as Graduate Teaching Assistants (GTAs), providing them with opportunities to contribute to undergraduate instruction and assessment while receiving practical training. (please see item 6 of section 4 of the Departmental response (document 300.3.2), page 18). In parallel, the Department has previously engaged doctoral students as Graduate Teaching Assistants (GTAs), providing them with opportunities to contribute to undergraduate instruction and assessment while receiving practical training. Several Ph.D. students in the past have received support from research projects carried out by members of the Department of Computer Science & Engineering. As noted above, the University plans to expand the practice of TA positions as a sustainable way to support Ph.D. enrolment, enhance teaching delivery, and relieve faculty workload, particularly in laboratory and coursework-intensive modules. In addition, faculty members are also encouraged to engage with European doctoral training initiatives, such as the Marie Sklodowska-Curie Doctoral Networks, which offer competitive external funding for structured PhD training across institutions. Funding for Ph.D. students can also be obtained from the 'Excellence Hubs' program funded by the Research & Innovation Foundation in Cyprus as well as by projects funded by the European Space Agency. The Department had recent success in all of these programs and is continuously seeking more funding. These opportunities, if implemented,	

| | would contribute to the long-term sustainability and internationalization of the Department's doctoral programme and further diversify the funding landscape for Ph.D. students. | |

2. Student – centred learning, teaching and assessment
(ESG 1.3)

Areas of improvement and recommendations **by EEC**	Actions Taken by the Institution	For Official Use ONLY
1. The EEC finds that the "thesis proposal" as part of the entry requirements is incorrectly named. The EEC recommends that it be renamed as a "Statement of Purpose" or such like, so as not to be confused with the thesis proposal required at the end of Semester 2. -	The Department appreciates this feedback from the EEC. Indeed, there might be a confusion between the terms of these two distinct phases of the Ph.D. They admission criteria for admitting to the Ph.D. state the following: "Applicants need to submit a research proposal which outlines their proposed research topic and purpose, a brief literature review, their proposed methodology and possible implications/originality of their proposed research for their field". As per the EEC's recommendation we changed the term 'Ph.D. Research Proposal', part of the admission requirements, to 'Statement of Ph.D. Dissertation Purpose'. We have made corresponding changes in the Ph.D. Programme Guide appeared in Annex 4 (section 3.2). Also corresponding changes have been made in the EUC website on the information for the program: https://euc.ac.cy/en/admissions/how-to-apply/phd/	
2. The comprehensive examination is an unnecessary hurdle for progression to the research stage as this seems like an import from the North American system without the courses which need to be taken in lead up to the equivalent thereof (the "Quals").	In agreement with the EEC, we have now removed the comprehensive examination and move the ECTS of it to the "Ph.D. Research Proposal" stage, as discussed also in Section 1, item 2 above. You may see the new structure of the programme in Table 1 and Table 2 in Annex 2.	
3. The Department should consider specifying the recommended frequency of supervision meetings between doctoral candidate and	We thank the EEC for this suggestion which we find both useful and productive.	Choose level of compliance:

supervisors during the period of research and writing of the dissertation. The department should consider creating a supervision meeting record form for the purposes of keeping records on what was discussed and agreed at each supervision meeting. This will help to ensure that students are fully appraised of their progress during the research and writing phases.	Upon registration to the programme, the students receive the Ph.D. Programme Guide which includes guidelines for the implementation of the supervision of the PhD candidate, see Annex 4 (please see section 4.3). Furthermore, the Ph.D. Programme Guide (Annex 4) includes Annex I which is a sample of the "Six Month Progress" Form, that records progress carried out by the Ph.D. Candidate in cooperation with the Supervisor for each semester Semester and the progress scheduled for next semester. The form needs to be completed and signed by the student, his/her supervisor and the Programme Coordinator. Also, regarding the recommendation for creating a supervision meeting record form for the purposes of keeping records on what was discussed and agreed at each supervision meeting, we would like to note that students receive written feedback on all drafts of their written work and further suggestions are also recorded either on the draft itself or via email. Furthermore, it is considered common practice that the student records suggestions and feedback during all oral meetings and may then send a written report to the supervisor to confirm the accuracy of this record.	

3. Teaching staff
(ESG 1.5)

Areas of improvement and recommendations **by EEC**	Actions Taken by the Institution	For Official Use ONLY
1. Reduce high workload in teaching	We thank the EEC for this suggestion. We note that currently almost all faculty members teach at most 3 courses, due to the THR (Teaching Hour Reduction) research policy of the university. Also, the average teaching load of faculty members of the department is currently 3 courses per semester. More detailed information and related statistical figures regarding our actions responding to this comment is provided in Annex 6 of this document. See also our response in Section 1.4.	Choose level of compliance:
2. Increase research capacity, *i.e.,* number of staff who maintain sustainable growth in research.	The University provides a strong intensive for faculty members to increase of research capacity, through the EUC research policy document which allows both decrease of teaching load as well as increase of monthly salary of faculty members which are active research wise and/or through research grants. The Department acknowledges the importance of fostering increased and high-quality scientific output published in reputable venues. The University's comprehensive Research Policy (Annex X EUC Research Policy of the Departmental response) provides a strong foundation for supporting research activities and staff development. Complementing this, the University administers some award schemes and performance recognition initiatives that serve as effective motivators, including: • The Internal Funding for Research Activities scheme, which provides targeted financial support for faculty research projects (Annex V of Departmental response). • The Annual Awards for Excellence in Teaching (please see Annex XI of Departmental response) and Annual Awards for Excellence in Research (Annex XII of Departmental response), which recognize outstanding faculty achievements.	

	• The Performance Appraisal of Faculty & Special Teaching Personnel (STP), which integrates research productivity as a key evaluation criterion (Annex IV of the Departmental response). In addition, the Department actively supports research engagement through internal mentorship, guidance on securing external funding, and opportunities for academic development, as previously mentioned. Additional faculty training is overseen by the Faculty Professional Development Committee (Annex XIII of the Departmental response), which helps align pedagogical and research competencies. These combined efforts contribute to a dynamic research environment that encourages continuous improvement and professional growth.	
3. Produce effective staff development plans to support promotion based on the increased quality and quantity of publication and income generation track records	We thank the EEC for this suggestion. Regarding faculty promotion, eligible faculty members may apply annually each October, following the criteria outlined in the University Charter (Annex 6, page 74-79 of the Charter). Faculty members are responsible for managing their own promotion processes, which can also be highlighted during the personal interviews with the departmental committee as part of the biennial self-assessment evaluation. Additionally, the University is committed to support ongoing professional growth of its faculty, by providing different opportunities. For more details please see Section 1, item 3 of Departmental response. In addition, the EUC's mentoring framework for new academic staff provides structured support through on-boarding, one-on-one senior mentorship (often focused on providing constructive student feedback), peer group collaboration, and reflective professional portfolios, all designed to foster professional growth and seamless integration into the University and local professional community (see details in Annex III of the Departmental response: EUC Framework on Mentoring Scheme for Newly Hired Full-Time Academic Staff and/or Part-Time Academic Staff).	Choose level of compliance:

	It is also important to mention that the "Performance Appraisal of Faculty and Special Teaching Personnel" regulation at EUC mandates a biennial, developmental review process focused on professional growth through self-assessment and constructive feedback in teaching, research, and service. Appraisals are submitted online, reviewed by a preset departmental committee, and discussed individually with each staff member, culminating in agreed-upon goals and recommendations for further self-improvement, with reports shared across University leadership for ongoing development planning (see Annex IV of the Departmental response).	
	Also, the University provides faculty development seminars, webinars, and workshops to enhance skills and knowledge. Moreover, there is an approved budget for traveling and presenting to international conferences for each faculty member through the internal regulation for research activities (see Annex V of the Departmental response).	
	Please see Annex 6 explaining internal staff development and promotion of EUC, in more detail and Annex 7 explaining the Recruitment and career advancement planning for academic staff of EUC.	

4. Student admission, progression, recognition and certification
(ESG 1.4)

Areas of improvement and recommendations **by EEC**	Actions Taken by the Institution	For Official Use ONLY
1. The EEC finds that the "thesis proposal" as part of the entry requirements is incorrectly named. The EEC recommends that it be renamed as a "Statement of Purpose" or such like, so as not to be confused with the thesis proposal required at the end of Semester	We agree with this recommendation. Please see how we have addressed this in Section 2, item 1 above.	Choose level of compliance:
2. The comprehensive examination is an unnecessary hurdle for progression to the research stage as this seems	The Department appreciates the EEC's viewpoint and agrees with this comment. We have hence removed the comprehensive	Choose level of compliance:

like an import from the North American system without the courses which need to be taken in lead up to the equivalent thereof (the "Quals").	examination and move the ECTS of it to the "Ph.D. Research proposal" stage. Please see how we have addressed this in Section 1, item 2 above.	

5. Learning resources and student support
(ESG 1.6)

Areas of improvement and recommendations **by EEC**	Actions Taken by the Institution	For Official Use ONLY
1. The EEC recommends acquisition of GPU clusters for compute-intensive projects and courses, especially in view of the increased application of Machine Learning	We thank the EEC for this comment. We would like to note that all EUC students have access to the High-Performance Computing (HPC) facilities of the Cyprus Institute (Cyclone) for up to 20,000 core hours and 5,000 GPU hours in its 'preparatory access' mode at no cost. It is possible to apply for this mode all-year round (see this link https://hpcf.cyi.ac.cy/apply.html). In addition, it is possible to apply for the 'production mode' at the Cyprus Institute HPC facilities twice a year. The upper limit of this mode is 500,000 core hours and access is given on the Cyclone system. With respect to internal resources, obviously an in-house solution is the preferable option but the scale of the investment is considerable and difficult to be implemented in a single step. At present, we must note that members of the faculty have participated in a research project (GRATOS) in which a GPU server (HP Z6G4T X4114 with Nvidia Quadro P400) was purchased. Additionally, the CERIDES Excellence in Innovation and Technology, Center of Excellence has acquired, through its research projects 2 server machines with GPU capabilities. These machines offer some possibilities. However, with the new courses of the curriculum as well as possible usage for senior projects or research projects, needs are expected to increase. For this reason, the Department (during the Departmental Council meeting held	Choose level of compliance:

	on 03/09/2025) has decided that the Departmental budget will be used and gradually increase the capacity of the existing servers to match the needs of both the students and the faculty of the Department. The plan is to buy some additional equipment during 2025-26 and then more additional equipment during 2026-27 and in the following years adjust according to needs.	

6. Additional for doctoral programmes
(ALL ESG)

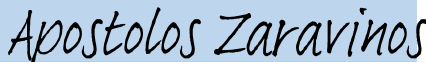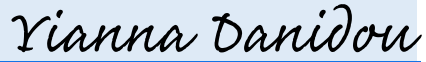| Areas of improvement and recommendations **by EEC**	Actions Taken by the Institution	For Official Use ONLY
1. Produce and execute a staff development strategy to increase the limited number of research active staff who act as supervisors/examiners and maintain sustainable growth	Please see our response item 4 on section 1 (Study programme and study programme' s design and development) of this document.	Choose level of compliance:
2. Formalise recording options for feedback capturing and communication at supervisory meetings and progress	Please see our response item 6 of Section 1 of this document	
3. Increase the limited number of PhD research studentships	Please see our response item 7 of Section 1 of this document.	
4. Amend the examination form to reflect the inclusion of the primary and secondary subject fields of multi-disciplinary PhD theses	Finding this recommendation very helpful, we have now implemented the suggestion, which is shown in the updated Ph.D. in Computer Science Programme Guide, Annex 4 of this document, (page 22-23, Annex V of the Programme Guide).	

7. Eligibility (Joint programme)
(ALL ESG)

N/A

Areas of improvement and recommendations **by EEC**	Actions Taken by the Institution	For Official Use ONLY
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B. Conclusions and final remarks

Conclusions and final remarks **by EEC**	Actions Taken by the Institution	For Official Use ONLY
EEC has no recommendations to make here.	N/A	Choose level of compliance:
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C. Higher Education Institution academic representatives

Name	Position	Signature
Prof. Apostolos Zaravinos	**Dean of the School of Sciences**	*Apostolos Zaravinos* Apostolos Zaravinos (Sep 5, 2025 10:25:12 GMT+3)
Dr. Yianna Danidou	**Chairperson of the Department of Computer Science and Engineering**	*Yianna Danidou* Yianna Danidou (Sep 5, 2025 12:42:14 GMT+3)
Dr. Vicky Papadopoulou Lesta	**Programme Coordinator**	

Date: 5.9.2025

ANNEX 1

SPECIFIC OBJECTIVES:

- offer students the opportunity to acquire deep knowledge in one or more fields of Computer Science.
- prepare students to undertake high quality research in Computer Science.
- Develop the candidates' knowledge and skills which will allow them to produce new knowledge in the field of Computer Science.

- to organize research and development tasks in complex and unpredictable environments/context related to Computer Science.

- to build skills in qualitative and quantitative research methods for literature review, data analysis, and interpretation.

- to develop advanced knowledge of the theories in computer science and specific research directions, such as algorithms, software engineering, artificial intelligence and data processing methods.
- Demonstrate capability to conduct original research and critique literature contributing to high-quality, peer-reviewed publications in the field of Computer Science and Engineering

- Integrate knowledge from various computer science subfields for holistic problem-solving.

- Disseminate research findings by publishing and presenting at national and international scientific events and ddemonstrate the ability of scientifically communicate technical information of their related discipline

- prepare graduates able to pursue careers in positions of responsibility in either academia or industry, where they will effectively drive the development and application of new methods and ideas.

- Facilitate involvement in research projects funded by national and international initiatives like Horizon Europe.

2. Intended learning outcomes in accordance with the European qualifications framework

Upon successful completion of this program, graduates should be able to:

- Demonstrate a deep understanding of various research methodologies and the ability to apply them to address complex computer science problems.

- Apply critical thinking and problem-solving skills to identify research gaps, formulate research questions, and develop innovative solutions.

- Conduct independent research that advances the state-of-the-art in computer science, resulting in publishable scholarly work.

- Understand how principles and methods from Computer Science are used in modern interdisciplinary research areas.
- Master the theoretical foundations of computer science, including algorithms, data structures, complexity theory, and formal methods.

- Communicate complex technical information clearly and concisely to both technical and non-technical audiences through written and oral presentations.

- Publish research findings in high-quality peer-reviewed journals and conferences.

- Demonstrate professional ethics, leadership, and the ability to collaborate effectively in interdisciplinary research teams.

- Exhibit versatility and innovative thinking in addressing and managing open questions in a variety of contexts.

INTERNAL REGULATIONS OF EUROPEAN UNIVERSITY CYPRUS ON DOCTORAL STUDIES

106th Senate Decision: 11 December 2024

Introduction

These regulations apply to academic programmes at doctoral level that lead to a Doctorate Degree at European University Cyprus (EUC). The regulations stipulate the rules for admission, doctoral work, and submission of the doctoral dissertation and completion of the Doctorate Degree at EUC. The regulations adopt the Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG) and the National Qualification framework, as well as standards, guidelines and position papers of the European Association for Quality Assurance in Higher Education (ENQA), the European University Association and the Cyprus Agency of Quality Assurance and Accreditation in Higher Education (CY.Q.A.A.).

1. **Objective of a Programme leading to a Doctorate Degree**

   The objective of a programme leading to a Doctorate Degree is to prepare candidates to be independent scholars and researchers, who can work at local and international level. To this end, the Doctorate Degree must meet the requirements for research, development, supervision and dissemination.

2. **Content and Organisation of a Doctorate Programme of Study**

   A Doctorate programme of study includes four structural parts:

   I.   Organised coursework/courses.
   II. Preparation and submission of a Doctoral Dissertation Proposal.
   III. Completion of an independent piece of research according to the approved doctoral plan, under the supervision of the designated faculty.
   IV. Writing and submission of a Doctoral Dissertation, based on the doctoral research, its public presentation and defence.

   Each Doctorate programme of study may include additional structural parts (e.g. other examination procedures, including a Comprehensive Qualifying Examination, etc.) as to be decided by the Department Council and ratified by the pertinent School Council and which should be explicitly stated in the Doctoral Study Guide of the doctorate programme.

3. **Admission Procedures**

3.1 Applicant's Qualifications

3.1.1 Applicants must hold a Master's degree (or an equivalent degree of 300 ECTS and above, e.g. Integrated Master, M.D., M.B.B.S.).

3.1.2 Applicants must have a strong academic record and a weighted average grade in the Master's (or equivalent) of B or higher, in accordance with the EUC grading system. In exceptional cases, the Department Council may examine applications with a lower average score, taking into account the applicant's performance in his/her Master's (or equivalent) courses related to the proposed doctoral research, as well as his/her previous professional and research experience.

3.1.3 The Department Council reserves the right to require an applicant to register for specific postgraduate courses and/or pass specified appraisals prior to admission.

3.1.4 Applicants are assessed based on their interview performance, their academic record, their research proposal, and the relevance of their research interests to the corresponding programme they are applying to, as well as other relevant qualifications as decided by the Department Council.

3.1.5 Professional experience may also be taken into consideration.

3.1.6 Applicants must provide proof of excellent knowledge of the language in which the doctorate programme is offered. Furthermore, the Department Council may request very good knowledge of a second language as the basis for admission to the doctorate programme of study.

3.1.7 The Department Council may examine/evaluate transfer applications from other Universities/educational institutions.

3.2 Submission of Application

The application to a Doctorate Degree includes a research proposal which outlines the proposed research topic and purpose, the theoretical framework of the study area, the proposed methodology, the proposed project's originality and possible implications for their field.

In their application form, applicants also indicate possible preferences for a Supervisor and the names and contact details of two academic referees who will submit their reference letters directly to the Office of Admissions.

3.3 The Applications Evaluation Committee

An Applications Evaluation Committee is appointed by the respective Department Council to evaluate all the applications received for a specific Doctorate programme of study.

The Applications Evaluation Committee must consist of at least three Faculty members of the Department(s) offering the programme, including the Coordinator(s) of the pertinent Doctorate programme of

study, who will be chairing the Committee. Each member of the Committee should hold the minimum rank of Assistant Professor.

3.4 Application Evaluation

All applications are evaluated according to the following procedure:
1. The Applications Evaluation Committee reviews all applications to determine whether applicants meet the minimum criteria and qualifications outlined in the respective doctorate programme regulations.
2. The Applications Evaluation Committee proceeds to a preliminary selection of applicants that will be invited for an interview.
3. The Applications Evaluation Committee invites all successful applicants to an interview. The Committee, taking into consideration the overall academic and scientific conduct of the applicants, their performance during the interview, and their prior qualifications as presented in their application, determines the final merit-based ranking of all applicants.
4. The proposed Supervisor(s) and all potential Supervisors who expressed interest in each applicant are invited to participate in the interview process and can give their evaluation of the applicant, but hold no voting right. In the case of an EUC awarded Scholarship, the Ph.D. Supervisor should be a voting member of the application evaluation committee and/or should hold the right to veto the decision. The final decision rests with the Applications Evaluation Committee. The Applications Evaluation Committee proceeds to analogous consultations and recommendations with possible supervisors when applicants did not propose a Supervisor.
5. The Applications Evaluation Committee submits a report to the Department Council indicating the applicants' ranking, based on the criteria described above. If the Applications Evaluation Committee is comprised of an even number of members, then the Chair of the Committee casts the defining vote.
6. The report is discussed and approved by the pertinent Department Council and then forwarded to the pertinent School Council for final discussion and ratification.

Once a decision is reached, all applicants are notified in writing by the Office of Admissions. Successful applicants are notified of the decision to offer them a position in the doctorate programme of study and are required to inform the Office of Admissions in writing whether they accept or decline the position.

Upon acceptance of the position the applicant receives the status of 'Doctoral Student'.

4. Implementation of the Doctorate Programme

4.1 Prescribed Duration

The doctorate programme of study has a minimum duration of three (3) years and a maximum duration of eight (8) years from the time of initial registration in the programme to the date of final approval of the Doctoral Dissertation by the Senate. The time (usually not more than one semester) which may be required for the submission of corrections/modifications of the Doctoral Dissertation or resubmission and re-defence is not included in the period of eight (8) years.

A Doctoral Student/Candidate may apply for Postponement/Temporary Interruption of Studies for the following reasons:
- family or other serious personal issues (up to two semesters)
- serious medical reasons (until recovery)
- maternity (up to two semesters for each pregnancy), and
- paternity (up to one semester).

A request for Postponement/Temporary Interruption of Studies may only be considered before the normal maximum duration of studies expires and must be submitted through an official application by the Doctoral Student/Candidate to the pertinent Academic Programme Committee. The Student's/Candidate's request for an extension of studies is subject to the pertinent Department Council justified approval and the ratification by the pertinent School Council.

A semester during which a Student/Candidate has postponed/temporarily interrupted his/her studies is not counted as study time.

The procedure for the submission of a Postponement/Temporary Interruption of Studies request is the following:

1. The Doctoral Student/Candidate submits to the respective Academic Programme Committee her/his application before the beginning of the requested period and before the expiration of the normal maximum duration of studies. To be considered, any request must be accompanied by relevant documentation that proves the reasons for the request. Additionally, the request must include acknowledgement from the student's or candidate's Supervisory Committee.

   For maternity or paternity leave, the Doctoral Student/Candidate needs to submit a medical certificate stating the estimated date of delivery.

2. The Academic Programme Committee reviews the request and submits to the respective Department Council a recommendation

with justification. The decision of the respective Department Council is then forwarded to the respective School Council for final discussion and ratification.

3. The School Council's ratified final decision is then forwarded to the Doctoral Student/Candidate, her/his Supervisory Committee, the respective Academic Programme Committee and the Department of Enrollment.

4.2   Organised Coursework

The Organised Coursework of the doctorate programme of study provides Doctoral Students with scientific, theoretical and methodological preparation to support the implementation of their research, and provide transversal research skills necessary for the long-term development of their career.

A Doctoral Student may be partly or fully exempted from Master's or equivalent degree specialised courses in the area of the doctorate programme. Upon submitting its report to the Department Council with each applicant's evaluation, the Applications Evaluation Committee submits to the respective Department Council its justified recommendation for such exemptions.

The minimum passing grade in the coursework is 'C' or higher in accordance with the EUC grading system. In case of failing a course, the Doctoral Student is allowed to repeat the course only once. In case of a second failure to pass a course, the Doctoral Student is dismissed from the doctorate programme of study by the respective Department Council. The decision of the respective Department Council is then forwarded to the respective School Council for final discussion and ratification. The School Council's ratified final decision is then forwarded to the Doctoral Student, her/his Supervisory Committee, the respective Academic Programme Committee and the Department of Enrollment.

A Doctoral Student needs to pass all Organised Coursework prior to entering the stage of preparation and submission of a Doctoral Dissertation Proposal.

4.3 Supervision

The Doctoral Supervisory Committee is appointed no later than the completion of the first (1st) semester of the Doctoral Student's registration by the pertinent Department Council based on the recommendation of the Academic Programme Committee. On all occasions, the appointment of supervisors should be made with the knowledge of the relevant Faculty members. Also, decisions are made according to the applicant's declared proposed Supervisor(s), even though an applicant's preference is not binding.

The Supervisory Committee consists of (at least) three faculty members of European University Cyprus or another university with relevant expertise in the proposed research area and/or the doctoral research methodology. These three faculty members are the Main Supervisor who holds the minimum rank of Assistant Professor and another two (2) Supervisory Committee Members.

Additional notes:
- At least one (1) of the three members of the Supervisory Committee must be a Faculty member of European University Cyprus.
- Not more than one (1) of the Supervisory Committee Members may hold the rank of Lecturer.
- If deemed necessary that the Supervisory Committee should consist of more than three members, then up to two (2) additional members may be added to the Supervisory Committee. These additional members should be Faculty of European University Cyprus or another University with relevant expertise either in the doctoral research field/discipline or the doctoral research methodology. In this case, at least two (2) of the three members of the Supervisory Committee need to be faculty members of European University Cyprus.
- One (1) of the Supervisory Committee members can be a doctorate degree holder from industry or a research and academic centre with relevant expertise. This member cannot act as the Main Supervisor. Should the Supervisory Committee have a member from industry or a research and academic centre, the Supervisory Committee must have more than three (3) members, of which at least two (2) need to be faculty members of European University Cyprus.
- If the Supervisory Committee comprises of four (4) members, then the Main Supervisor casts the defining vote.
- One (1) member of the Supervisory Committee can be Emeritus Faculty. This member cannot act as the Main Supervisor unless the supervision was appointed before receiving the Emeritus Faculty status.
- Each Department Council determines the maximum number of Doctoral Dissertations an EUC Faculty member may undertake as Main Supervisor.

4.4   Doctoral Dissertation Proposal

After completing the Organised Coursework, the Doctoral Student (with approval from her/his Supervisory Committee) drafts and submits a Doctoral Dissertation Proposal. The Dissertation Proposal should consist of the research purpose, aims and questions of the study, its theoretical framework and the research methodology. The proposed research methodology should comply with the University's Research Regulations/Policy.

The Doctoral Student defends the Doctoral Dissertation Proposal during a meeting with the Supervisory Committee. The Committee may

approve the proposal or recommend amendments/modifications. Upon approval, the Committee submits the Dissertation Proposal Approval Form to the pertinent Department Council.

In case of amendments/modifications to the Dissertation Proposal, the Doctoral Student resubmits his/her revised proposal at a time specified by the Supervisory Committee. In case that the Supervisory Committee does not approve the resubmitted Dissertation Proposal, the Doctoral Student is dismissed from the doctorate programme of study by decision of the respective Department Council. The decision of the respective Department Council is then forwarded to the School Council for final ratification. The School Council's ratified final decision is then forwarded to the Doctoral Student/Candidate, her/his Supervisory Committee, the respective Academic Programme Committee and the Department of Enrollment.

After a Doctoral Student's successful completion of the Doctoral Dissertation Proposal defense, the 'Doctoral Student' receives the status of 'Doctoral Candidate'. The Doctoral Candidate may then continue with his/her Doctoral Research. Upon successful Doctoral Dissertation Proposal defence, the Doctoral Candidate can proceed to a Doctoral Dissertation defence, after completing the allocated ECTS in the Ph.D. Fieldwork stage.

4.5 Doctoral Dissertation

The Doctoral Dissertation must be an original and independent scientific work of international standard. It needs to be a high quality scientific and academic contribution in terms of research topic formulation, precision of terminology, methodology, theory and empirical foundation, documentation and presentation. The Doctoral Dissertation must enrich the scientific field with new knowledge and meet scholar and publication standards in its discipline.

The Doctoral Dissertation's format and structure follows specific criteria and might fall into either of two alternatives detailed below and, explicitly stated in the Doctoral Study Guide of the doctorate programme. The pertinent Department Council decides on the Doctoral Dissertation's format and structure for each of its Doctorate programmes of study.

The first alternative is a comprehensive dissertation with distinct chapters and sections (e.g. Introduction, Aims and Objectives, Research Methodology and Methods, Findings/Results, Discussion-Conclusions, Bibliography). In this case, the Doctoral Dissertation should normally be 70,000-100,000 words. Candidates in the fields of performance, design, production or composition may submit a shorter Doctoral Dissertation along with original work based on the Department Council's decisions. In the case of this first alternative, in addition to the requirement of submitting the Doctoral Dissertation, the Doctorate Programme should also require the Doctoral Candidate to have produced a minimum

number of scientific articles and/or conference paper proceedings in highly ranked international academic outlets, some of which have been published, while others may be under review or have been submitted for publication. The exact number of publications and/or conference paper proceedings varies based on each disciplines' standards or typical length of publications in the field and will be decided by the Department Council and explicitly stated in the Doctoral Study Guide of the programme. The quality of the targeted publication outlets should be demonstrated by their competitiveness, peer-review status, credibility within their field, their impact factor and/or inclusion in citation indexes (e.g. Q1 and Q2 journals of the relevant doctoral discipline). These publications should have been produced through the research work undertaken by the student during his/her Doctoral study in the specific Doctorate Programme.

Alternatively, the Doctoral Dissertation may be submitted in the format of a coherent set of at least three (3) published scientific articles in highly ranked international academic outlets. In this format, the Doctoral Dissertation includes an introductory chapter setting the stage for the research and justifying in detail the Dissertation research questions, as well as a final discussion chapter summarising the overall findings resulting from the doctoral research work. The exact number of publications included in the Doctoral Dissertation may vary based on each discipline's standards or typical length of publications in the field and will be decided by the Department Council and explicitly stated in the Doctoral Study Guide of the programme. The quality of the targeted publication outlets should be demonstrated by their competitiveness, peer- review status, credibility they hold within their field, their impact factor and/or their inclusion in citation indexes (e.g. Q1 and Q2 journals of the doctoral discipline in consideration). These publications should have been produced through the research work undertaken by the student during his/her Doctoral study in the specific Doctorate Programme. Co-authorship of the published scientific articles with the Doctoral Dissertation Supervisors is acceptable, though the Doctoral Candidate will normally be the lead author and must have contributed the greater proportion of work on all of the published scientific articles. If it has not been clearly stated in any other part of the Doctoral Dissertation, the Doctoral Dissertation must include an Appendix where Co-Authorship Forms provide the relevant data for each published scientific article included in the Doctoral Dissertation. A Co-Authorship Form details the contribution of all the named co-authors, the percentage of their contribution, and the parts to which they contributed in terms of research and/or writing. Each Co-Authorship Form should be completed by the Doctoral Candidate at the time each scientific article is completed and submitted for peer review.

A Doctoral Dissertation cannot be submitted by more than one Doctoral Candidate. Also, a Doctoral Dissertation or part of a Doctoral Dissertation which has already been approved or rejected by another university cannot be submitted as a Doctoral Dissertation.

The Doctoral Dissertation may be written in the official language of the relevant doctorate programme of study, or any other language that the Department Council will approve after the submission of a formal request by the Doctoral Candidate approved by his/her Supervisory Committee.

The names of the Supervisory Committee and of the members of the Doctoral Examination Committee are listed on a separate page, e.g. in the inside cover of the Dissertation.

5. Submission of the Doctoral Dissertation

Upon completion of the Doctoral Dissertation, the Doctoral Candidate submits the final copy to the Supervisory Committee, who are responsible to evaluate the Dissertation and indicate whether the research quality is suitable for a defence. The Dissertation must be submitted in an electronic format and must follow all Doctoral Degree guidelines on the format of the Dissertation, distribution and publication restrictions, copyright of data, copyright of Dissertation.

The defence is to be held within approximately two months from the time of approval by the Supervisory Committee of the Dissertation.

6. Appointment of a Doctoral Examination Committee

Once the Doctoral Dissertation has been officially submitted by the Doctoral Candidate and has been accepted for public defence by the Supervisory Committee, the Main Supervisor requests the appointment of a Doctoral Examination Committee and proposes the composition of the Committee to the pertinent Department Council. The Department Council appoints the Doctoral Examination Committee based on the Main Supervisor's and the Doctoral Candidate's proposal(s), after reviewing the opinions of the pertinent Doctoral Coordinator.

The Examination Committee will consist of (at least) three members:

1. Two (2) Faculty members from the doctorate programme's pertinent Department or School or from another Department/School of the University, who have not formally assisted the student with the Dissertation and/or have any other professional (e.g. co-authoring publications, collaborations) or personal (e.g. relatives, family members) conflict. One (1) of these members will serve as Chair of the Committee;
2. One (1) external Faculty member from another University.

All members of the Examination Committee should hold the minimum rank of Assistant Professor and have an area of specialisation related to the Doctoral Dissertation research area and/or the doctoral research methodology.

The Examination Committee should perform an independent and objective assessment of the student's work judging it solely on its academic merit and ensuring impartiality and fairness in the evaluation process.

If deemed necessary that the Examination Committee consists of more than three members, up to two (2) additional members may be added to the Examination Committee. These additional members should be Faculty of European University Cyprus or another University, and should have relevant expertise either in the doctoral research field/discipline or the doctoral research methodology. If the Examination Committee is comprised of four (4) members, then the Chair of the Committee casts the defining vote, in case of disagreement as regards the outcome of the Doctoral Dissertation evaluation.

7.   Doctoral Dissertation Defence

The Doctoral Dissertation defence comprises of a public presentation open to the public and should be widely advertised in the EUC community and an examination by the Examination Committee. The public presentation proceedings are chaired by the Chair of the Doctoral Examination Committee. After the Chair of the Examination Committee gives a brief introduction, the Doctoral Candidate presents his/her Dissertation. Following this presentation, the audience leaves and the Doctoral Examination Committee remains alone with the Doctoral Candidate and the members of the Doctoral Examination Committee address specific questions to the Doctoral Candidate. Upon completion of the examination process, the Doctoral Examination Committee deliberates privately to reach its decision (that is, 'pass as is', 'pass with minor revisions', 'pass with extensive revisions', 'unsatisfactory'). After reaching an agreement, the Committee announces its decision to the Doctoral Candidate.

After the public defence meeting, the Doctoral Examination Committee submits a report to the Programme Coordinator detailing the evaluation and public defence of the Dissertation. The Doctoral Examination Committee attests to the academic standard of the Dissertation, in relation to the international standards of equivalent doctoral work. This report recommends the Dissertation for approval or rejection. The report must provide a detailed explanation of the Committee's decision, while concluding whether the results are satisfactory ('pass as is', 'pass with minor revisions', 'pass with extensive revisions', 'pass with extensive revisions and re-defence',) or 'unsatisfactory'. If the dissertation requires extensive revisions and the Doctoral Examination Committee has requested a new defence, this may be held no earlier than three months after the initial defence. For the new defence, a revised Dissertation is submitted to the Doctoral Examination Committee by the Doctoral Candidate within a stipulated time frame.

Details of any disagreements among the Committee members must be recorded. A copy of the suggested comments and required revisions is forwarded to the Doctoral Candidate.

8. Conferment of the Doctorate Degree

The Doctorate degree is to be conferred on the basis of:

1. Successful completion of the Organised coursework/courses.
2. Approval of the Doctoral Dissertation and its satisfactory public defence by the pertinent Department Council and its ratification by the pertinent School Council and the Senate.

In the case that the Doctoral Candidate cannot be awarded the Doctorate Degree for any reason, then she/he is issued with written verification by the pertinent School Council.

The Doctoral Dissertation document copyright belongs to the Doctoral Candidate. The intellectual property rights of the research work of the Doctoral Dissertation is agreed separately between the Doctoral Candidate and all other possible researchers involved in the study. Upon submission of the Doctoral Dissertation to the EUC Library the Doctoral Graduate grants to European University Cyprus the non-exclusive right to publish and make available through the Institutional Repository the Doctoral Dissertation, for educational, research, private and not commercial purposes.

It should be noted that the awarded Doctorate title is provisional/conditional, for at least three years.

A successful Doctoral Candidate will then be conferred with a Doctorate Degree at the next EUC Graduation Ceremony.

Notes:
(1) Any aspect that might not be incorporated in the above regulations, will be decided by the pertinent Department Council and ratified by the pertinent School Council.
(2) All Department and School decisions and any additional regulations must comply with the existing Regulations. In case of disagreement, the current regulation supersedes the Department/School regulations.

ANNEX 2

TABLE 1: STRUCTURE OF THE PROGRAMME OF STUDY

Programme Requirements	ECTS
One hundred and eighty (180) ECTS credits are required to obtain the Ph.D. «Computer Science (3 - 8 academic years, 180 ECTS, Doctor of Philosophy». They are distributed as follows:	
Compulsory Courses	**30**
Preparation and Submission of Dissertation Proposal	**30**
Ph.D. Fieldwork	**90**
Ph.D. Dissertation	**30**
Total Requirements	**180**

Compulsory Courses			30 ECTS
	Code	**Course Title**	
1	CSC700	**Research Methods in Computer Science**	**10**
2	CSC710	**Computer Science Topics Research Seminar**	**10**
3	CSC720	**Special Topics in Computer Science**	**10**
Preparation and Submission of Dissertation Proposal			**30**
Ph.D. Fieldwork			**90**
Ph.D. Dissertation			**30**
Total			**180**

TABLE 2: COURSE DISTRIBUTION PER SEMESTER

A/A	Course Type	Course Title	Course Code	Periods Per Week	Period Duration in Minutes	Number of Weeks/ Academic Semester	Total Hours/ Academic Semester	Number of ECTS
1st Academic Year/1st Semester								
1.	Compulsory	Research Methods in Computer Science	CSC700	3	50	14	42	10
2.	Compulsory	Computer Science Topics Research Seminar	CSC710	3	50	14	42	10
3.	Compulsory	Special Topics in Computer Science	CSC720	3	50	14	42	10
1st Academic Year/2nd Semester								
5.	Compulsory	Preparation and Submission of Dissertation Proposal	N/A	N/A	N/A	N/A	N/A	30
2nd Academic Year/3rd, 4th & 5th Semesters								
6.	Compulsory	Ph.D. Fieldwork	N/A	N/A	N/A	N/A	N/A	90
3rd Academic Year/6th Semester								
7.	Compulsory	Ph.D. Dissertation	N/A	N/A	N/A	N/A	N/A	30

ANNEX 3

5. Student admission requirements *(See Specific Instructions)*

Admissions Criteria:

1. Applicants to the Ph.D. in Computer Science programmeof study must hold a Master's degree or its equivalent in the scientific field of Computer Science or relevant scientific fields (such as Computer Engineering or Electrical Engineering).
2. Applicants must have a strong academic record and in their Master's degree transcript they have a weighted average grade of B or higher, in accordance with the EUC grading system.
3. Applicants need to submit a *a statement of PhD Dissertation Purpose* which outlines their proposed research topic and purpose, a brief literature review, their proposed methodology and possible implications/originality of their proposed research for their field.
4. Applicants need to prove their proficiency in the English language at the B2 level of the Common European Framework of Reference for Languages (CEFR). Any of the following certifications are accepted:
   - A Bachelor's or a Master's degree or its equivalents from a recognised higher education institution where the language of instruction was English.
   - International English language examinations, including:

     -University of Cambridge Exams: with B2 First (FCE) Grade B or above

     -IELTS: with a score equal to band 6.5 or above

     -TOEFL (IBT): with a minimum score 94

     - IB English B Standard Level (SL): with Grade 7 or above

     - IB English B High Level (HL): with Grade 6 or above

     -IB English A: Literature SL & HL: with Grade 6 or above

     -Cambridge IGCSE or GCSE English as a Second language: with Grade B or above

     -Cambridge IGCSE or GCSE English as a First language: with Grade C or above

     -Cambridge GCE English A Levels: with Grade C or above

-Cambridge GCE AS Level English Language: with Grade C or above

-Anglia Examinations: with a score equal to band Advanced

-Password Skills Plus Test: with minimum grade 6.5

-Michigan Language Assessment: with ECCE (63)

-SAT Evidence- Based Reading and Writing (EBRW): with a minimum score of 580, or

-any other equivalent examination.

5. Reference Letters: Applicants need to provide the names and contact details of two academic referees and are responsible for requesting from their referees to submit their reference letter directly to the Office of Admissions.

Applications are evaluated on the basis of academic merit, relevant qualifications, research area, and the research proposal and how it demonstrates affinity to the research interests of potential supervisors.

The Department, after examining the contents/fields of the applicants' academic record as well as the congruence of their research proposal with the Ph.D. in Computer Science program of study, reserves the right to require the applicant to successfully complete postgraduate courses and/or exams/assessments before their admission to the program.

In addition, the Department reserves the right to request from the applicant additional documents, as well as apply additional criteria that may be deemed necessary (e.g. to request the applicants' Master's degree Thesis in order to gain some perspective on their writing, research performance, and academic profile).

<u>Transfer Policy:</u>

Transfer credit may be given for post-graduate courses, which have an equivalency at EUC, when earned in an accredited higher education institution or program with graduate admission standards acceptable to EUC, subject to the condition that the courses were at the post-graduate level.

The maximum number of transfer credits cannot exceed 30 ECTS for a 90 ECTS Master's degree or 40 ECTS for a 120 ECTS Master's degree. Students applying for transfer credit must file a 'Transfer Credit Evaluation Form' at the Department of Enrollment together with a non-refundable fee.

After having completed procedures required for transfer admission, applicants will be given a statement of credits accepted on transfer by the Department of Enrollment before they enroll. Transfer credits are not included in the calculation of the student's GPA.

Department of Computer Science and Engineering, School of Sciences

PHD PROGRAMM GUIDE

Introduction

This Guide is based on regulations which apply to the academic program at doctoral level that lead to the Doctor of Philosophy degree (Ph.D.) in Computer Science at European University Cyprus (EUC). The regulations stipulate the rules for admission, doctoral work, and submission of the Doctoral Dissertation and completion of the Ph.D. degree at EUC.

1. Objective of the Program

The objective of the program leading to the Ph.D. Degree in Computer Science is to train candidates to be independent scholars and researchers, who can work at a local and an international level. More specifically the objectives are:

GENERAL OBJECTIVES:

- Show leadership and mastering research in work or study in an innovative way
- Develop the ability to critically analyze, evaluate and synthesize complex new ideas
- Demonstrate expertise in critical evaluations and analysis on issues with limited data in unfamiliar environments
- Promote the academic, professional, technological, social or cultural progress
- Demonstrate capability of conducting original and independent research work
- Develop technical communication, collaboration and mentoring skills
- Master the scientific theories, methods and tools behind his/her research and development
- Committed to generate new ideas and innovations relating to technology, culture and society
- Independently initiate and enter into national and international cooperation on research and development with scientific integrity
- Independently initiate research and development projects and develop new knowledge and skills through this research in his/her field of study
- Be aware of and adapt to technological advances through active participation in life-long learning
- Enhance the research capacity of Cyprus in the field of Computer Science
- Enhance the implementation of Computer Science – related innovation activities (research & development) in the industrial sector of Cyprus
- Contribute in the enhancement of the overall research culture in Cyprus.

SPECIFIC OBJECTIVES:

- offer students the opportunity to acquire deep knowledge in one or more fields of Computer Science.

- prepare students to undertake high quality research in Computer Science.

- Develop the candidates' knowledge and skills which will allow them to produce new knowledge in the field of Computer Science.

- to organize research and development tasks in complex and unpredictable environments/context related to Computer Science.

- to build skills in qualitative and quantitative research methods for literature review, data analysis, and interpretation.

- to develop advanced knowledge of the theories in computer science and specific research directions, such as algorithms, software engineering, artificial intelligence and data processing methods.

- Demonstrate capability to conduct original research and critique literature contributing to high-quality, peer-reviewed publications in the field of Computer Science and Engineering

- Integrate knowledge from various computer science subfields for holistic problem-solving.

- Disseminate research findings by publishing and presenting at national and international scientific events and ddemonstrate the ability of scientifically communicate technical information of their related discipline

- prepare graduates able to pursue careers in positions of responsibility in either academia or industry, where they will effectively drive the development and application of new methods and ideas.

- Facilitate involvement in research projects funded by national and international initiatives like Horizon Europe.

2. Content and Organization of the Program

The Program comprises coursework, examinations and active independent research work under supervision. The PhD program in Computer Science includes:

i. **Specialized Courses Program of Education Sciences (30 ECTS) (brief description of course in Annex I)**
   - CSC700 - Research Methods in Computer Science   (10 ects)
   - CSC710 -Computer Science Topics Research Seminar   (10 ects)
   - CSC720 - Special Topics in Computer Science   (10 ects)

ii. **Preparation, Submission and Defense of the Ph.D. research proposal (30 ECTS)**

Preparation, Submission and Defense of the Ph.D research proposal, which describes the proposed research topic and purpose, the theoretical framework of the study area, a comprehensive review on the topic, the proposed methodology, the proposed project's originality and possible implications for their field.

The part of the Ph.D research proposal, consisting of the literature review on the PhD topic, should be publicly available and appearing in the form of a review article or presentation at a conference/workshop or a research repository.

iii. **Independent research according to the approved Ph.D. research proposal (90 ECTS)**

Independent Research Work

iv. **Preparation, Submission and Public Defense of the Ph.D. project (30 ECTS)**

Preparation, Submission and Public Defense of the Ph.D. project

3. Admission Procedures

3.1. Applicant's Qualifications

3.1.1 Applicants must hold a Master's degree (or an equivalent degree of 300 ECTS and above, e.g. Integrated Master, M.D., M.B.B.S.).

3.1.2 Applicants must have a strong academic record and a weighted average grade in the Master's (or equivalent) of B or higher, in accordance with the EUC grading system. In exceptional cases, the Department Council may examine applications with a lower average score, taking into account the applicant's performance in his/her Master's (or equivalent) courses related to the proposed doctoral research, as well as his/her previous professional and research experience.

3.1.3 The Department Council reserves the right to require an applicant to register for specific postgraduate courses and/or pass specified appraisals prior to admission.

3.1.4 Applicants are assessed based on their interview performance, their academic record, their research proposal, and the relevance of their research interests to the corresponding programme they are applying to, as well as other relevant qualifications as decided by the Department Council.

3.1.5 Professional experience may also be taken into consideration.

3.1.6 Applicants must provide proof of excellent knowledge of the language in which the doctorate programme is offered. Furthermore, the Department Council may request very good knowledge of a second language as the basis for admission to the doctorate programme of study.

3.1.7 The Department Council may examine/evaluate transfer applications from other Universities/educational institutions

3.2 Submission of Application

The application to a Doctorate Degree includes *a statement of PhD Dissertation Purpose'* document which outlines the proposed research topic and purpose, the theoretical framework of the study area, the proposed methodology, the proposed project's originality and possible implications for their field.

In their application form, applicants also indicate possible preferences for a Supervisor and the names and contact details of two academic referees who will submit their reference letters directly to the Office of Admissions.

3.3 The Applications Evaluation Committee

An Applications Evaluation Committee is appointed by the respective Department Council to evaluate all the applications received for a specific Doctorate programme of study.

The Applications Evaluation Committee must consist of at least three Faculty members of the Department(s) offering the programme, including the Coordinator(s) of the pertinent Doctorate programme of study, who will be chairing the Committee. Each member of the Committee should hold the minimum rank of Assistant Professor.

3.4 Application Evaluation

All applications are evaluated according to the following procedure:

1. The Applications Evaluation Committee reviews all applications to determine whether applicants meet the minimum criteria and qualifications outlined in the respective doctorate programme regulations.

2. The Applications Evaluation Committee proceeds to a preliminary selection of applicants that will be invited for an interview.

3. The Applications Evaluation Committee invites all successful applicants to an interview. The Committee, taking into consideration the overall academic and scientific conduct of the applicants, their performance during the interview, and their prior qualifications as presented in their application, determines the final merit-based ranking of all applicants.

4. The proposed Supervisor(s) and all potential Supervisors who expressed interest in each applicant are invited to participate in the interview process and can give their evaluation of the applicant, but hold no voting right. In the case of an EUC awarded Scholarship, the Ph.D. Supervisor should be a voting member of the application evaluation committee and/or should hold the right to veto the decision. The final decision rests with the Applications Evaluation Committee. The Applications Evaluation Committee proceeds to analogous consultations and recommendations with possible supervisors when applicants did not propose a Supervisor.

5. The Applications Evaluation Committee submits a report to the Department Council indicating the applicants' ranking, based on the criteria described above. If the Applications Evaluation Committee is comprised of an even

number of members, then the Chair of the Committee casts the defining vote.

6. The report is discussed and approved by the pertinent Department Council and then forwarded to the pertinent School Council for final discussion and ratification.

Once a decision is reached, all applicants are notified in writing by the Office of Admissions. Successful applicants are notified of the decision to offer them a position in the doctorate programme of study and are required to inform the Office of Admissions in writing whether they accept or decline the position.

Upon acceptance of the position the applicant receives the status of 'Doctoral Student'.

4. Implementation of the Doctorate Programme

4.1 Prescribed Duration

The doctorate programme of study has a minimum duration of three (3) years and a maximum duration of eight (8) years from the time of initial registration in the programme to the date of final approval of the Doctoral Dissertation by the Senate. The time (usually not more than one semester) which may be required for the submission of corrections/modifications of the Doctoral Dissertation or resubmission and re-defence is not included in the period of eight (8) years.

A Doctoral Student/Candidate may apply for Postponement/Temporary Interruption of Studies for the following reasons:

- family or other serious personal issues (up to two semesters)

- serious medical reasons (until recovery)

- maternity (up to two semesters for each pregnancy), and

- paternity (up to one semester).

A request for Postponement/Temporary Interruption of Studies may only be considered before the normal maximum duration of studies expires and must be submitted through an official application by the Doctoral Student/Candidate to the pertinent Academic Programme Committee. The Student's/Candidate's request for an extension of studies is subject to the pertinent Department Council justified approval and the ratification by the pertinent School Council.

A semester during which a Student/Candidate has postponed/temporarily interrupted his/her studies is not counted as study time.

The procedure for the submission of a Postponement/Temporary Interruption of Studies request is the following:

1. The Doctoral Student/Candidate submits to the respective Academic Programme Committee her/his application before the beginning of the requested period and before the expiration of the normal maximum duration

of studies. To be considered, any request must be accompanied by relevant documentation that proves the reasons for the request. Additionally, the request must include acknowledgement from the student's or candidate's Supervisory Committee.

For maternity or paternity leave, the Doctoral Student/Candidate needs to submit a medical certificate stating the estimated date of delivery.

2. The Academic Programme Committee reviews the request and submits to the respective Department Council a recommendation with justification. The decision of the respective Department Council is then forwarded to the respective School Council for final discussion and ratification.

3. The School Council's ratified final decision is then forwarded to the Doctoral Student/Candidate, her/his Supervisory Committee, the respective Academic Programme Committee and the Department of Enrollment.

5. Organised Coursework

The Organised Coursework of the doctorate programme of study provides Doctoral Students with scientific, theoretical and methodological preparation to support the implementation of their research, and provide transversal research skills necessary for the long-term development of their career.

A Doctoral Student may be partly or fully exempted from Master's or equivalent degree specialised courses in the area of the doctorate programme. Upon submitting its report to the Department Council with each applicant's evaluation, the Applications Evaluation Committee submits to the respective Department Council its justified recommendation for such exemptions.

The minimum passing grade in the coursework is 'C' or higher in accordance with the EUC grading system. In case of failing a course, the Doctoral Student is allowed to repeat the course only once. In case of a second failure to pass a course, the Doctoral Student is dismissed from the doctorate programme of study by the respective Department Council. The decision of the respective Department Council is then forwarded to the respective School Council for final discussion and ratification. The School Council's ratified final decision is then forwarded to the Doctoral Student, her/his Supervisory Committee, the respective Academic Programme Committee and the Department of Enrollment.

A Doctoral Student needs to pass all Organised Coursework prior to entering the stage of preparation and submission of a Doctoral Dissertation Proposal.

6. Supervision

The Doctoral Supervisory Committee is appointed no later than the completion of the first (1st) semester of the Doctoral Student's registration by the pertinent Department Council based on the recommendation of the Academic Programme Committee. On all occasions, the appointment of supervisors

should be made with the knowledge of the relevant Faculty members. Also, decisions are made according to the applicant's declared proposed Supervisor(s), even though an applicant's preference is not binding.

The Supervisory Committee consists of (at least) three faculty members of European University Cyprus or another university with relevant expertise in the proposed research area and/or the doctoral research methodology. These three faculty members are the Main Supervisor who holds the minimum rank of Assistant Professor and another two (2) Supervisory Committee Members (any rank).

Additional notes:

- At least one (1) of the three members of the Supervisory Committee must be a Faculty member of European University Cyprus.

- Not more than one (1) of the Supervisory Committee Members may hold the rank of Lecturer.

- If deemed necessary that the Supervisory Committee should consist of more than three members, then up to two (2) additional members may be added to the Supervisory Committee. These additional members should be Faculty of European University Cyprus or another University with relevant expertise either in the doctoral research field/discipline or the doctoral research methodology. In this case, at least two (2) of the three members of the Supervisory Committee need to be faculty members of European University Cyprus.

- One (1) of the Supervisory Committee members can be a doctorate degree holder from industry or a research and academic centre with relevant expertise. This member cannot act as the Main Supervisor. Should the Supervisory Committee have a member from industry or a research and academic centre, the Supervisory Committee must have more than three (3) members, of which at least two (2) need to be faculty members of European University Cyprus.

- If the Supervisory Committee comprises of four (4) members, then the Main Supervisor casts the defining vote.

- One (1) member of the Supervisory Committee can be Emeritus Faculty. This member cannot act as the Main Supervisor unless the supervision was appointed before receiving the Emeritus Faculty status.

- Each Department Council determines the maximum number of Doctoral Dissertations an EUC Faculty member may undertake as Main Supervisor.

7. Role and Responsibilities of the Supervisor and the Supervisory Team

The Supervisor offers advice and guides the student to successful and timely completion of the PhD Dissertation. The supervisor will introduce the student to the world of academic life, and guide the student towards the implementation of the research activities and the development of the PhD Dissertation.

The supervisor will arrange one-to-one meetings in a face-to-face or online format at a time agreed mutually with the student, in order to monitor and manage the progress of the student's research work

The Supervisor has the obligation to respond in a timely and thorough manner to any written work submitted by the student, with constructive suggestions for improvement and continuation.

The progress of the student should be recorded in a "*Six Month Progress*" Form that needs to be completed and signed by the student, his/her supervisor and the Program Coordinator, every six months during the whole duration of the study program (see Annex I).

The Supervisor should inform PhD students of any opportunities nationally and internationally to present and disseminate part of their work in the form of seminars, conferences and/or the publishing of academic articles.

The co-Supervisors should assist any or all the meetings (as established by the student and the Supervisor) and should be informed thoroughly regarding the student´s progress, assisting the whole process when considered necessary.

8   Role and Responsibilities of the PhD student

A PhD Program showcases the ability of an individual to conduct a fully independent research study, according to the established scientific principles for research. For this reason, while the student Supervisor will guide the student towards this aim, it is expected that students will take to some extent the initiative in planning their research activities, and will share with their Supervisor the responsibilities involved in the monitoring progress. PhD students must also share responsibility with their Supervisor for maintaining a good communication schedule and discuss their progress and the challenges that they face in a timely and frank manner.

9.   Doctoral Dissertation Proposal

After completing the Organised Coursework, the Doctoral Student (with approval from her/his Supervisory Committee) drafts and submits a Doctoral Dissertation Proposal. The Dissertation Proposal should consist of the research purpose, aims and questions of the study, its theoretical framework and the research methodology. The part of the Ph.D research proposal, consisting of the literature review on the PhD topic, should be publicly available and appearing in the form of a review article or presentation at a conference/workshop or a research repository. The proposed research methodology should comply with the University's Research Regulations/Policy.

The Doctoral Student defends the Doctoral Dissertation Proposal during a meeting with the Supervisory Committee. The Committee may approve the proposal or recommend amendments/modifications. Upon approval, the Committee submits the Dissertation Proposal Approval Form to the pertinent Department Council.

In case of amendments/modifications to the Dissertation Proposal, the Doctoral Student resubmits his/her revised proposal at a time specified by the

Supervisory Committee. In case that the Supervisory Committee does not approve the resubmitted Dissertation Proposal, the Doctoral Student is dismissed from the doctorate programme of study by decision of the respective Department Council. The decision of the respective Department Council is then forwarded to the School Council for final ratification. The School Council's ratified final decision is then forwarded to the Doctoral Student/Candidate, her/his Supervisory Committee, the respective Academic Programme Committee and the Department of Enrollment.

After a Doctoral Student's successful completion of the Doctoral Dissertation Proposal defense, the 'Doctoral Student' receives the status of 'Doctoral Candidate'. The Doctoral Candidate may then continue with his/her Doctoral Research. Upon successful Doctoral Dissertation Proposal defence, the Doctoral Candidate can proceed to a Doctoral Dissertation defence, after completing the allocated ECTS in the Ph.D. Fieldwork stage.

10. Doctoral Dissertation

- Scope & Requirements

The Doctoral Dissertation must be an original and independent scientific work of international standard. It needs to be a high-quality scientific and academic contribution in terms of research topic formulation, precision of terminology, methodology, theory and empirical foundation, documentation and means of presentation. The Doctoral Dissertation must enrich the scientific field with new knowledge and meet scholar and publication standards in its discipline. A Dissertation cannot be submitted by more than one candidate. A piece of scholar work which has already been approved or rejected by another university, cannot be submitted as a full Doctoral Dissertation, or as part of a Doctoral Dissertation, for a Ph.D. degree, even if it has been revised. The Doctoral Dissertation for the Program PhD in Computer Science is written in English language.

- Originality

The Doctoral Dissertation will be tested through the University's Plagiarism and Artificial Intelligence detection system. The report produced by the system will be reviewed by the Supervisor, and appropriate actions will be taken in order to ensure the originality of the Dissertation content. Where relevant, the collected data will be checked through specialized software in order to ensure that there is no data fabrication, falsification or irregular manipulation. It should be noted that a Ph.D. student, as in other University student, must respect the EUC Internal Regulations on Academic Ethics and Students' Discipline. In the case of fraud, collusion, data fabrication or detection of other dishonesty, the case will be referred to the Senate for further action that may include academic suspension or expulsion.

- Format of Submission & Minimum Requirements

The Doctoral Dissertation for the Program PhD in Computer Science. The Doctoral Dissertation's format and structure follows specific criteria:

Comprehensive Doctoral Dissertation

This format follows the typical approach of a comprehensive dissertation with distinct chapters and sections (e.g. Introduction, Aims and Objectives, Research Methodology and Methods, Findings/Results, Discussion-Conclusions, Bibliography). The Doctoral Dissertation's length in this case should be approximately 70,000 - 100,000 words (this value is indicative and not absolute in nature). In the case of this format, the Program, in addition to the requirement of submitting the Doctoral Dissertation, **requires the student to have published at least two (2) scientific articles in highly ranked international academic outlets**. The quality of the targeted publication outlets should be demonstrable through their being competitive and peer reviewed, the credibility they hold within their field, their impact factor and/or their inclusion in citation indexes (e.g. Q1 and Q2 journals of the doctoral discipline in consideration). These publications should have been produced through the research work undertaken by the student during his/her Doctoral study in the specific Doctorate Program.

A Doctoral Dissertation cannot be submitted by more than one Doctoral Candidate. Also, a Doctoral Dissertation or part of a Doctoral Dissertation which has already been approved or rejected by another university cannot be submitted as a Doctoral Dissertation.

The Doctoral Dissertation may be written in the official language of the relevant doctorate programme of study, or any other language that the Department Council will approve after the submission of a formal request by the Doctoral Candidate approved by his/her Supervisory Committee.

The names of the Supervisory Committee and of the members of the Doctoral Examination Committee are listed on a separate page, e.g. in the inside cover of the Dissertation.

- Submission

On completing the Doctoral Dissertation, the Candidate submits the final copy to the Supervisory Committee, who are responsible to evaluate the Dissertation and indicate when the research quality level is suitable for a public defence. The Dissertation must be submitted (at this stage) in an electronic format only and must follow all Doctoral Degree guidelines on the formatting of the Dissertation document (Annex II), the distribution and publication restrictions, the copyright of data, and the copyright of Dissertation (Annex III).

Once officially submitted, a Doctoral Dissertation cannot be withdrawn until a final decision has been reached as to whether or not it can be approved for defence of the Doctorate Degree. The public defence is to be held within approximately two months of the submission of the Dissertation.

12. Appointment of a Doctoral Examination Committee

Once the Doctoral Dissertation has been officially submitted by the Doctoral Candidate and has been accepted for public defence by the Supervisory Committee, the Main Supervisor requests the appointment of a Doctoral Examination Committee and proposes the composition of the Committee to the pertinent Department Council. The Department Council appoints the Doctoral Examination Committee based on the Main Supervisor's and the Doctoral Candidate's proposal(s), after reviewing the opinions of the pertinent Doctoral Coordinator.

The Examination Committee will consist of (at least) three members:

1. Two (2) Faculty members from the doctorate programme's pertinent Department or School or from another Department/School of the University, who have not formally assisted the student with the Dissertation and/or have any other professional (e.g. co-authoring publications, collaborations) or personal (e.g. relatives, family members) conflict. One (1) of these members will serve as Chair of the Committee;

2. One (1) external Faculty member from another University.

All members of the Examination Committee should hold the minimum rank of Assistant Professor and have an area of specialisation related to the Doctoral Dissertation research area and/or the doctoral research methodology.

The Examination Committee should perform an independent and objective assessment of the student's work judging it solely on its academic merit and ensuring impartiality and fairness in the evaluation process.

If deemed necessary that the Examination Committee consists of more than three members, up to two (2) additional members may be added to the Examination Committee. These additional members should be Faculty of European University Cyprus or another University, and should have relevant expertise either in the doctoral research field/discipline or the doctoral research methodology. If the Examination Committee is comprised of four (4) members, then the Chair of the Committee casts the defining vote, in case of disagreement as regards the outcome of the Doctoral Dissertation evaluation.

13. Doctoral Dissertation Defence

The Doctoral Dissertation defence comprises of a public presentation open to the public and should be widely advertised in the EUC community and an examination by the Examination Committee. The public presentation proceedings are chaired by the Chair of the Doctoral Examination Committee. After the Chair of the Examination Committee gives a brief introduction, the Doctoral Candidate presents his/her Dissertation. Following this presentation, the audience leaves and the Doctoral Examination Committee remains alone with the Doctoral Candidate and the members of the Doctoral Examination

Committee address specific questions to the Doctoral Candidate. Upon completion of the examination process, the Doctoral Examination Committee deliberates privately to reach its decision (that is, 'pass as is', 'pass with minor revisions', 'pass with extensive revisions', 'unsatisfactory'). After reaching an agreement, the Committee announces its decision to the Doctoral Candidate.

After the public defence meeting, the Doctoral Examination Committee submits a report to the Programme Coordinator detailing the evaluation and public defence of the Dissertation (See Annex V). The Doctoral Examination Committee attests to the academic standard of the Dissertation, in relation to the international standards of equivalent doctoral work. This report recommends the Dissertation for approval or rejection. The report must provide a detailed explanation of the Committee's decision, while concluding whether the results are satisfactory ('pass as is', 'pass with minor revisions', 'pass with extensive revisions', 'pass with extensive revisions and re-defence',) or 'unsatisfactory'. If the dissertation requires extensive revisions and the Doctoral Examination Committee has requested a new defence, this may be held no earlier than three months after the initial defence. For the new defence, a revised Dissertation is submitted to the Doctoral Examination Committee by the Doctoral Candidate within a stipulated time frame.

Details of any disagreements among the Committee members must be recorded. A copy of the suggested comments and required revisions is forwarded to the Doctoral Candidate.

14. Conferment of the Doctorate Degree

The Doctorate degree is to be conferred on the basis of:

1. Successful completion of the Organised coursework/courses.

2. Approval of the Doctoral Dissertation and its satisfactory public defence by the pertinent Department Council and its ratification by the pertinent School Council and the Senate.

In the case that the Doctoral Candidate cannot be awarded the Doctorate Degree for any reason, then she/he is issued with written verification by the pertinent School Council.

The Doctoral Dissertation document copyright belongs to the Doctoral Candidate. The intellectual property rights of the research work of the Doctoral Dissertation is agreed separately between the Doctoral Candidate and all other possible researchers involved in the study. Upon submission of the Doctoral Dissertation to the EUC Library the Doctoral Graduate grants to European University Cyprus the non-exclusive right to publish and make available through the Institutional Repository the Doctoral Dissertation, for educational, research, private and not commercial purposes.

It should be noted that the awarded Doctorate title is provisional/conditional, for at least three years.

A successful Doctoral Candidate will then be conferred with a Doctorate Degree at the next EUC Graduation Ceremony.

Notes:

(1)   Any aspect that might not be incorporated in the above regulations, will be decided by the pertinent Department Council and ratified by the pertinent School Council.

(2)   All Department and School decisions and any additional regulations must comply with the existing Regulations. In case of disagreement, the current regulation supersedes the Department/School regulations.

15. Important Note

- Any issue not covered (or not covered adequately) by the previous Regulations, can be covered by a relevant decision of the School.
- Any decision of the School and any specialized regulations must be fully compatible with the University's regulations as they appear in the University Charter.

ANNEX I

European University Cyprus

SCHOOL OF SCIENCES

SIX-MONTH PROGRESS REPORT OF A Ph.D. CANDIDATE FORM

()

(The following is completed by the Ph.D. Candidate before the meeting with the Supervisor and is signed by the Supervisor after the meeting)

Semester:_____

Name of the Ph.D. Candidate: _____

Registration number:_____

Date of starting the Program: _____

Program: _____

Date of meeting with the Supervisor: _____

Thematic Area of the Ph.D. Dissertation:

_____

_____

Progress carried out in the current semester ....

_____

_____

_____

_____

Progress Schedule of the Ph.D. Candidate in cooperation with the Supervisor for the Semester ....

_____

_____

_____

_____

Candidate Doctoral Program Timetable and Co-operation with Supervisor / Teacher for the 4th Quarter .... (next) (the next 4 months report should

include an implementation report of those submitted to the previously agreed timetable)

_____

_____

Ph.D Candidate _____

Supervisor

_____
(SIGNATURE)

(DATE) (NAME – LAST NAME)

Ph.D. Coordinator

_____

(SIGNATURE) (DATE) (NAME – LAST NAME)

This form is sent to the Supervisor and the Co-Supervisor (s) as well as the

Coordinator of the Doctoral Program, the Chair of the Department and the Dean of the School.

ANNEX II
GUIDELINES FOR THE PREPARATION OF THE Ph.D. DISSERTATION

Technical requirements of the Ph.D. Dissertation:
Length: The Dissertation/Thesis length should be in the region of 100,000 words, although this depends on the nature of the research study and will be assessed by the PhD student's supervisory committee.
Structure. The Dissertation must be divided into chapters and paragraphs (and if necessary into sub-paragraphs), all of which must be enumerated in the following sequential fashion: 1, 1.1, 1.1.1, 1.1.2; 1.2, 1.2.1, 1,2.2; 2,2.1, etc.
Paper format: standard A4 format and same margins (e.g. 2.5 cm, top/bottom, right/left).
Size & line spacing: The text should be in 12 point character and double spaced lines.
Pagination: Pages must be numbered.
Tables & pictures: Tables, graphs and images are inserted directly where they belong in the text. Tables must be on one page, not divided across different pages.
Structure and organisation of the Dissertation
The full Ph.D. Dissertation must contain the following parts:
- **Cover Page:** the name and logo of the institution, the title of the Dissertation, the full name of the candidate and the month and year of completion of the Dissertation (see Annex III below).
- **Validation Page**: the name of the institution, the name of the candidate, the names of the supervisory committee, the names of the members examination board, and the declaration of originality of the work signed by the Ph.D. candidate as the one and only author. Also, the student has to declare that he/she has not submitted the Dissertation or part of it to any other University before. (see Annex IV below).
- **Abstract**: Containing a brief description (max. 2 pages) of the objectives and the results of the research and discussion. Up to six keywords should be listed below the abstract. In case the student chooses to follow a compilation format, then a general abstract for the whole Dissertation as well as an abstract for each part of the compilation should be included.
- **Acknowledgments** to any sponsor(s) of the research contained in the paper, along with grant number(s) if applicable, and/or any parties involved/contributed to the research process e.g. organisations, specialized academics etc.
- **Table of Contents**: Containing the content of the Dissertation/Thesis in chapters and paragraphs with the corresponding page numbers.
- **Main body**: consisting of the core chapters of Introduction, Methodology, Results, Discussion and Conclusions (see details below), with detailed breakdown to be decided by the candidate in consultation with the Supervisory Committee. In case that the student chooses to follow a compilation format, then a main body for each part of the compilation could also be included.

- **List of References**: Containing a complete list of works consulted and referred to in the text as set out in point 2.6 above. The bibliographical references should follow the Harvard Referencing Style**.**
- **Appendices**: Containing detailed information of the various aspects of the empirical research and how it was compiled (e.g. a copy of the instructions and explanations relating to the research participants, the materials and/or the methodology of the experimental part, the questionnaires employed, tables with raw data, transcriptions of audio material and or video recordings etc. A copy of the Turnitin report must be also attached at the appendix to ensure originality of the content.

ANNEX III – DISSERTATION COVER

EUROPEAN UNIVERSITY CYPRUS
SCHOOL OF SCIENCE

PHD PROGRAM IN COMPUTER SCIENCE

DOCTORAL DISSERTATION

TITLE
«……….»

NAME:…………………………….
REGISTRATION NO. ……………

NICOSIA, DATE…….

ANNEX IV – DISSERTATION INTERNAL COVER

EUROPEAN UNIVERSITY CYPRUS
SCHOOL OF SCIENCE

This dissertation was accepted for the defence of the degree of Doctorate of Philosophy in Occupational Safety and Health on [month, date, year.]

PhD Candidate: [Name and Registration Number]

Supervisor: [Title. Name]
EUROPEAN UNIVERSITY CYPRUS
SCHOOL OF SCIENCE

Examination Board: [Prof. Name, Institute, Department, University]
[Prof. Name, Institute, Department, University]

Defence of the Dissertation: [Month Day, Year, Nicosia]

Declaration:
Hereby I declare that this doctoral Dissertation, my original investigation and achievement, submitted for the doctoral degree at European University Cyprus and has not been submitted for any academic degree.

SCHOOL OF SCIENCES

EXAMINATION OF A Ph.D. DISSERTATION FORM

Name of the Ph.D. Candidate: _____

Registration number: _____

Date of starting the Program: _____

Program: _____

Primary secondary subject field:_____

Secondary subject field (if any) _____

Title of the Ph.D. Dissertation:

_____

_____

_____

With this document we certify that:

___ A. According to the opinion of the Examination Committee, the Dissertation

fulfills the established standards as it is.

___ B. According to the opinion of the Examination Committee, the Dissertation

fulfills the established standards with the condition that the required minor changes

(see attached document) will take place

___ C. According to the opinion of the Examination Committee, the Dissertation

fulfills the established standards with the condition that the required major changes

(see attached document) will take place

___D. According to the opinion of the Examination Committee, the Dissertation does not fulfill the established standards (for details see attached document)

Additionally, the Committee recommends the re-examination of the Ph.D.

Dissertation after at least three months, based on the established schedule that the

candidate will arrange with his/her Supervisor.

Committee Chairperson

_____
(SIGNATURE)

(DATE) (NAME – LAST NAME)

Members of the Committee

Member 1

_____(SIGNATURE)

(DATE) (NAME – LAST NAME)

Member 2

_____(SIGNATURE)

(DATE) (NAME – LAST NAME)

Ph.D. Coordinator

_____(SIGNATURE)

(DATE) (NAME – LAST NAME)

This form also is delivered to the registration office of the European University of Cyprus, in order to complete the grade of the PHD802 course. A copy of the form is kept in the records of the Department / School.

ANNEX 5

To support internal **staff development and promotion**, the University is committed to offering various professional development opportunities. This includes mentoring schemes, targeted support for grant applications, incentives for research productivity, and participation in national and international academic networks (as previously mentioned). Staff development is also guided by a formal Performance Appraisal process every two years (Annex IV of Departmental response), ensuring reflective professional growth aligned with University-wide objectives. These initiatives aim to build capacity within the existing staff and create clear pathways for internal promotion to senior academic ranks, fostering continuity, leadership stability, and succession within the Department.

In particular, the EUC Faculty are offered various opportunities for professional development. These include the following:

1. **EUC Professional Development Programme for its newly hired academic staff:**

   This is a **35-hour Induction Professional Development Program offered to all newly hired academic staff**. It is offered in the Fall Semester every academic year (September to October) and it is annually revised based on the feedback provided by participants on the evaluation questionnaire delivered at the end of the program. The content of the program focuses on various aspects on teaching and learning in tertiary education. Upon completion of the program, participants are granted a certificate of attendance and participation issued by the Office of the Vice Rector of Academic Affairs. Consideration is made for the external accreditation of the program as a Graduate Certificate in Tertiary Teaching.

   As of the academic year 2021-22 25 these hours are provided through the "New to Teaching Programme" of Advance Higher Education (HE). The "New to Teaching Programme" of Advance HE programme aims to nurture and develop contemporary professional learning, with a particular focus on the basis of effective teaching practice, incorporating the latest innovations in online pedagogies and digital delivery within fully virtual or hybrid teaching spaces. The programme models approaches and activities in teaching, positioning the participants as a learner in online spaces and inviting them to reflect critically on the experiences in order to enhance their own teaching practices.

   The Programme is offered online with synchronous and asynchronous activities which consist of a mixture of whole cohort/collaborative/individual activities. It is divided into six learning blocks of 3-4 hours of study each

week, over six weeks; a 2-hour live interactive session and approximately 1-2 hours of directed study. Each live session is recorded and the resources are made available to participants of Advance HE's learning platform.

By engaging with this programme participants are able to:

- Model effective communities of practice for learners.
- Create inclusive learning and study plans.
- Design clear and achievable learning outcomes.
- Evaluate a range of impactful assessment activities and tools.
- Reflect on existing teaching approach in order to develop plans to enhance future practice.
- Apply an appropriate range of digital tools to different contexts that enhance student learning.

The table below presents the content of the **35-hour Induction Professional Development Programme for all newly hired academic staff**.

EUC Faculty Professional Development Programme for All Newly Hired Academic Staff

A/A		HOURS
1.	Orientation Session Fall 23	5
2.	Advance HE "New to Teaching Programme"	25 hours
3.	Induction to Blackboard Learn Ultra	2
4.	Research Policies and Procedures at EUC	2
5.	Faculty Professional Learning Communities (FPLCs)	1
	TOTAL HOURS	**35 Hours**

2. EUC Ongoing Professional Development Programme

The **EUC Ongoing Professional Development Programme** is addressed for both full-time and part-time academic staff and is offered throughout the year. Participation is voluntary. The content and topics for the program are decided based on:

a) the feedback and written evaluation of the EUC Professional Development Program for its newly hired Faculty (presented above), e.g.

- Testing, grading and evaluating in higher education
- Project based learning
- Assessment in small and large classes

b) requests of contemporary issues and initiatives of the Schools and academic Departments, e.g.

- Simulations in Higher Education
- From lecturing to engaging - examples of turning challenges into opportunities.

3. EUC Professional Development Programme on Innovative Strategic Interventions

This consists professional development for both full-time and part-time academic staff on issues related to the introduction of EUC/School/Department-wide innovations or on EUC/School/Department wide projects, e.g.:

- Quality Assurance Processes (e.g. Programmatic, Departmental and Institutional Accreditation)
- Faculty Professional Learning Communities
- Digital Enhanced Learning (D.e.L.).

These programs are mainly workshop-type and might include action research and reflection activities. The table below demonstrates all Professional Development activities offered under the scheme 2 and 3 above.

EUC Ongoing Professional Development Programme & **EUC Professional Development Programme on Innovative Strategic Interventions**

| A/A		HOURS
1	Induction to Blackboard Learn Ultra	2
2	Research Policies and Procedures at EUC	2
3	Faculty Professional Learning Communities (fPLCs)	1
4	Conducting online/remote examinations with Proctorio (I)	1
5	Conducting online/remote examinations with Proctorio (II)	1
6	Identification of Research Funding Opportunities and Proposals' Writing Strategy Hints & Tips (focus on Horizon Europe)	2
7	Research Project Management	2
8	Implicit (Unconscious) Gender Bias in Academia	2
9	Conducting online/remote examinations with Proctorio (III)	1 ½

1	Sexual Harassment in Higher Education	2
1	Induction to Blackboard Learn Ultra (III)	1 ½
1	Integration of the Gender dimension in Research and Teaching (STEM Sciences)	1 ½
1	Integration of the Gender dimension in Research and Teaching (Social Sciences)	1 ½
1	Integration of the Gender dimension in Research and Teaching (Biomedical Sciences)	1 ½
1	Conducting online/remote examinations with Proctorio (IV)	1 ½
1	Conducting online/remote examinations with Proctorio (V)	1
1	**Developing learning, teaching and assessment practice using AI**	8
1	**Conference on Gender Leadership in Academia**	4

We are confident that these measures will address the committee's concerns and contribute to the long-term academic vitality, leadership, and research standing of the Department of Computer Science and Engineering.
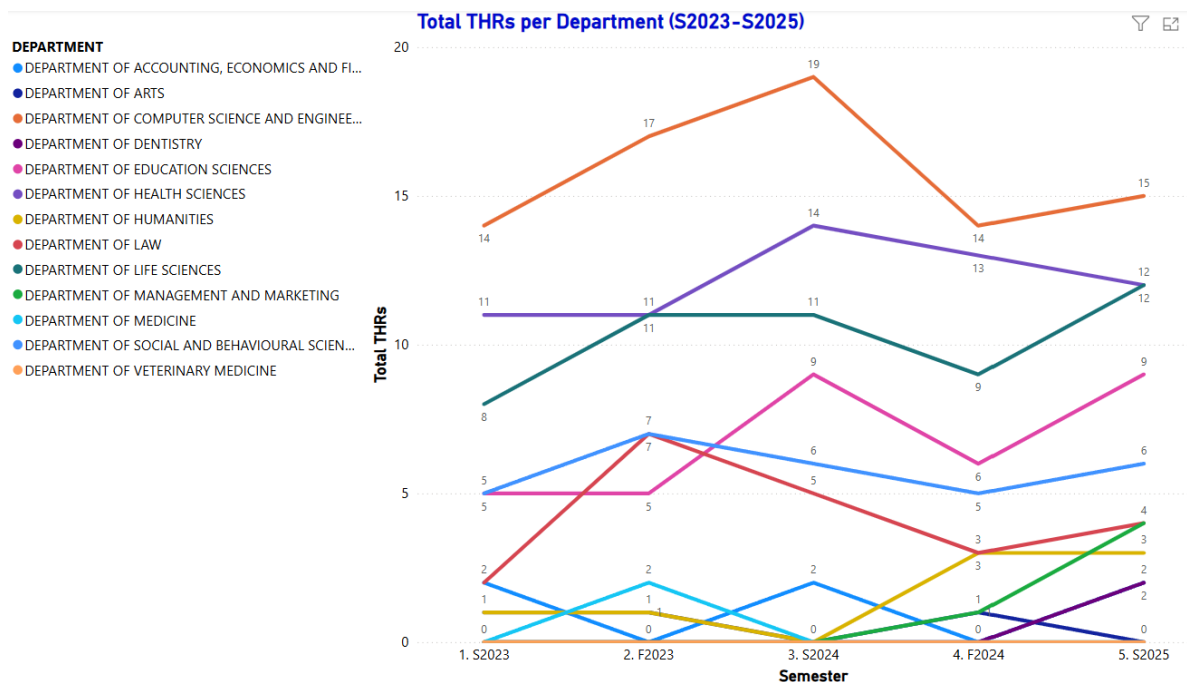
ANNEX 6

We appreciate the Committee's observation r**egarding the teaching workload of our faculty members**. While a teaching load of 12 contact hours per week is standard among private universities in Cyprus, we recognize that it may be considered high compared to European University norms. However, we respectfully submit that the Department of Computer Science and Engineering has already taken significant steps to monitor and manage teaching responsibilities in a way that supports both teaching quality and research productivity. Since S2023, the University has implemented the Teaching Hour Reduction (THR) system, which provides detailed, transparent tracking of all research-related activities, including conference presentations, publications, funded projects, etc. Analysis of the data gathered through the THR system clearly demonstrates that our Department has the highest total and average THRs used per faculty member across the University, as shown in the accompanying visualizations. While the 12-hour contact norm includes many time-intensive theoretical and practical sessions, our faculty maintain high levels of research engagement, supported by institutional measures such as teaching buyouts and flexible workload planning. Although more support from the University in reducing teaching loads or providing additional resources would be greatly appreciated, the Department remains committed to sustaining both teaching excellence and research advancement under the current framework.

We present below a Figure with the Teaching Hour Reduction (THR) load used per Faculty per Semester for the Department of Computer Science and Engineering from Spring 2023 to Spring 2025. You can clearly see that most of the faculty get at least 1 THR per semester, which means that they teach three or less courses. There are only three people with no reduction. One of them is the Rector (Professor Andreas Efstathiou) who has no teaching duties anyhow, the other one is a faculty member (Dr Anastasia Ioannou) who had duties in Minjiang, China during this period so no reduction applied (but she will get one during Fall 2025), and one faculty member (Dr Katerina Papanikolaou) who indeed had no reduction.

THRs Used per Faculty - Computer Science & Engineering (S2023-S2025)
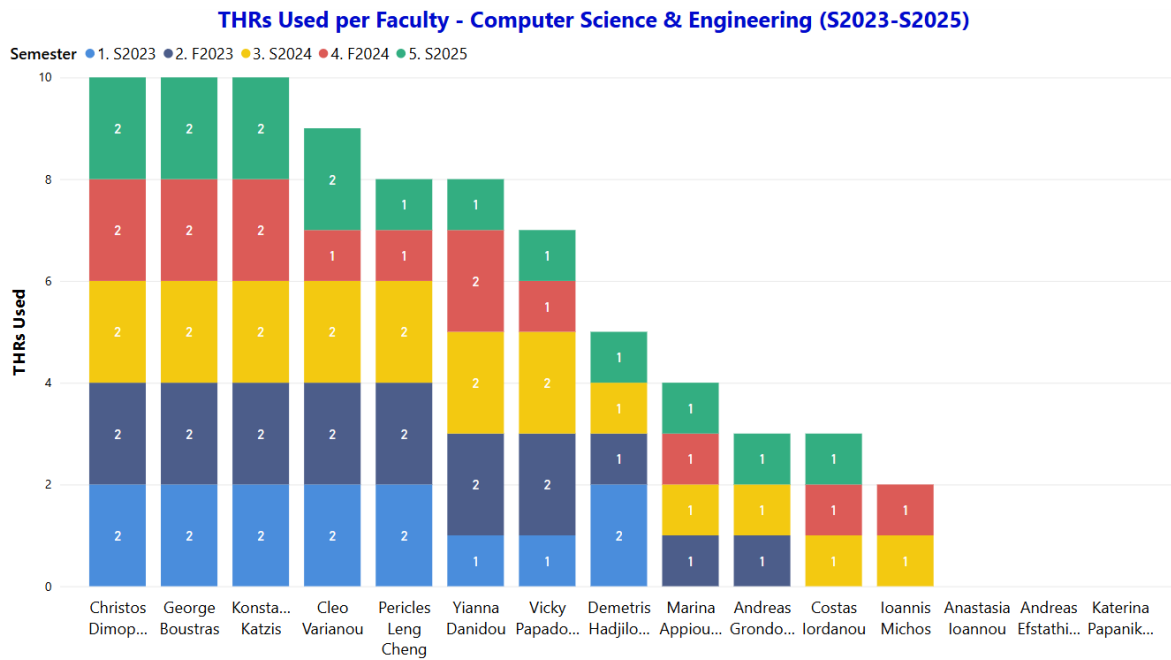
Additionally, find below some graphics, showing the use of THRs of each Department of the University. As you can see, the Department of Computer Science and Engineering (orange line) has the highest Totals in the University, in terms of THRs used every semester

Total THRs per Department (S2023-S2025)

Moreover, in the figure below, you can see that the average THRs per Faculty per Department during Spring 2023 until Spring 2025. The Department of Computer Science and Engineering (orange line) has an average of 1 THR per semester.

Average THRs per Faculty (S2023-S2025)
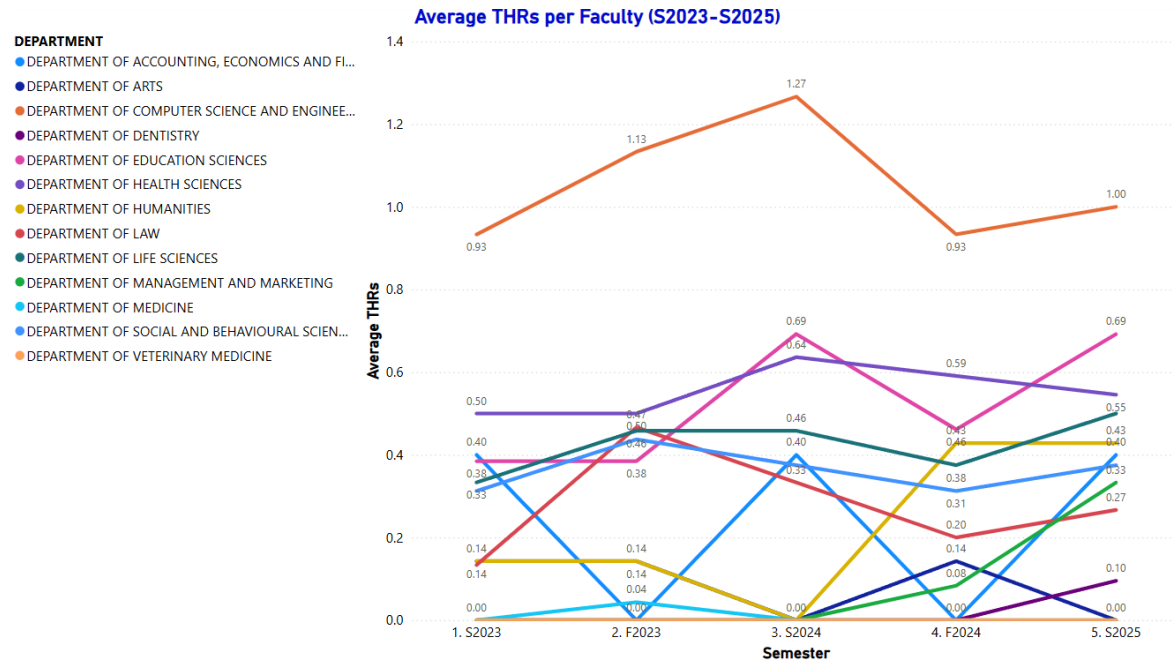
Recruitment and career advancement planning for academic staff

Academic staff recruitment and career advancement planning takes place according to the procedures and in tandem with those described in the EUC Charter (as above).

The University focus on Teaching, Research and Community Service is taken into consideration for the planning of staffing and career advancement for academic staff. In doing so, several factors that may affect the quantity and quality of the faculty staff are explored. These include the increasing number of students enrolled in a programme, new programmes offered, faculty future retirements in order to ensure the smooth implementation of the Programmes of Study offered.

Academic Staff Mentoring and Support

All academic staff are expected to maintain an academic workload that incorporates teaching, research and community contribution.

A demonstrable contribution to teaching is expected by all faculty. Each faculty member receives details as to their academic responsibilities from the Department and School.

In addition, maintenance of research activity is key to knowledge renewal and contributes heavily to the evidence-based practice and principles that cut across the programme. Faculty members are expected to participate actively in scientific fora with presentations at national and international meetings. Thus, all faculty members are judged in part by quantitative measures including publications, citations, h-index, senior authorship, and reputation among the leaders of their respective fields. Senior faculty are expected to have achieved and maintain a national and international reputation for their scholarship.

Feedback to Faculty: There are adequate policies and procedures for provision of feedback to faculty regarding their academic performance and progress toward promotion.

Teaching and Learning quality is, among others, surveyed by the questionnaire on **"Student Feedback on their Learning Experience"** (SFLE; please see the procedures followed in Annex 1 EUC Internal Regulations / 11. EUC Questionnaire on "Student Feedback on their Learning Experience"). The SFLE is delivered online for each course students attend in a given semester. The content of the questionnaire differentiates between face-to-face courses and e-learning courses and is committed to non-discriminatory approaches to teaching and learning and to establishing a safe and fair learning environment for faculty and students alike. In more specific, the survey questionnaire places its emphasis from the "instructor" to the "course," and to "teaching methods" as opposed to characteristics of the

instructor's personality admitting that other variables may influence "instructor" and "course" evaluation including mode of instruction, type of methodology, time of day, subject, class size, whether the course is compulsory or elective, all of which are unrelated to teaching effectiveness. Hence, the survey is framed as an opportunity for student feedback, rather than an opportunity for formal ratings of teaching effectiveness. The SFLE provide information/data about learning and teaching experience objectives with survey topics not only for the course and the instructor, but also the unique features of particular forms of learning and teaching such as: on campus or e-learning course and methodology, digital enhanced learning, clinical/lab teaching parts of courses, the use of technology, as well the interaction and communication with all learning and administrative support services provided by the university. Correspondingly, it is currently used for the Programme Evaluation Review (PER) of programmes of study in the University which aims at programmes' ongoing monitoring and evaluation, in the process of revising and developing new programmes of study, and to guide decisions on faculty professional development new seminars and training session for the following academic year(s). Additionally, the SFLE is diversity and equity sensitive, especially as far as gender. As such surveys have been found to systematically disadvantage female academic staff and academic staff from marginalized groups, the survey has eliminated language, topics, questions and construction properties that could affect bias in the data collected and its interpretation. Finally, at least once a year, the Survey delivery, outreach and content is reviewed. In aiming at increasing the response rate recent changes included: reviewing the time window the students had access to the online links for providing their feedback for each course they attend every semester; boosting participation through a separate more personal email from the Office of the Vice Rector of Academic Affairs to all students and instructors additional to the system automated email and reminder emails; add in the automated emails a cartoon visual for main steps to follow to fill in the questionnaire, and; advertising the survey and its step-by-step video in all university billboards and screens during the period the survey is conducted.

Faculty Appraisal and Mentoring: The policy **"Performance Appraisal of Faculty and Special Teaching Personnel"** (please see the procedures followed in Annex 1 EUC Internal Regulations / 26. EUC IR Performance Appraisal of Faculty & STP) places emphasis on supporting and facilitating the process of self-improvement of the university Faculty and Special Teaching Personnel by focusing on the appraisal and developmental nature of the process. The Performance Appraisal process aims to support and facilitate Faculty and Special Teaching Personnel self-improvement through helpful and constructive feedback and critical self-assessment with particular emphasis on staff perspectives and expectations. The Policy enables short and long-term professional planning and development with self-improvement as the ultimate aim. The process aims at a "tailored" self-directed self-improvement through critical reflection and identification of areas of strength and weaknesses; the process further aims to appraise the individual's development, performance and attainment of goals within the scope of the individual's field, areas of expertise and scholarly activities. Faculty and Special Teaching Personnel engage in the process of Performance Appraisal every two years as a positive force towards continued professional development and accomplishment based on the following basic principles and standards in Teaching, Research and Service:

Teaching: Effective teaching at EUC is a quality that cannot be compromised. It involves mastery of the subject matter, the ability to stimulate the intellectual

capabilities of students, and effectiveness in communicating the skills, methods and content of one's discipline and specialization area. It entails a spirit of scholarly involvement necessary in keeping courses continually revised and the undertaking of efforts to sustain a high level of teaching potential and constant improvement of teaching skills. Effective teaching also implies ongoing and constructive engagement with colleagues with the goal of intellectual development and improvement of teaching methodology and material. Furthermore, the constant improvement of coursework and programme development is accomplished by participation in academic professional development training schemes/programmes organized by the University and/or other educational institution(s), seminars and colloquia.

Research: Scholarly output is a fundamental requirement at EUC. Scholarship may be made public in various forms. All research, however, must involve the deployment of disciplined learning and must be closely informed by thorough research, with the purpose of edifying and serving an academic interest that extends beyond the boundaries of the immediate University community. Research can take many forms, such as published research in various forms, article(s) in scholarly periodical(s), chapter(s) in scholarly publication(s), book(s), paper(s) presented at professional conference(s), contribution in research conference/event organization or any other form of artistic activity and research (i.e. composition and arrangement of music works, performance and conducting of music works, workshops, master classes, clinics and seminars) or any other equivalent form.

Service to the University, Community, and Profession, and Self-Development

In addition, to supporting the University's mission, purpose and objectives, the University relies on a congenial and collegial relationship among the academic staff. This implies civility in discourse, a respectful attitude and a willingness to undertake professional duties and responsibilities that include teaching load, academic advising, mentoring and support, participation in institutional research, committee work, and other forms of University service. The quality of contributions, not merely the numbers of committees and assignments, remains a significant consideration.

The University values contributions to planning, governance, and leadership in achieving the goals of the University, working with students outside the classroom and, wherever appropriate, making the University resources accessible to the wider community.

Faculty and Special Teaching Personnel are expected to provide significant and extended service to professional societies, committees pertaining to higher education formed and appointed by the government, and academic associations; contribution to event organization; training activity; appraisals of manuscripts submitted for publication to university presses or scholarly journals; grant proposals/applications submitted to government agencies or learned and professional societies; review of grant applications submitted to government agencies or learned and professional societies: all of these activities would count as instances of professional development. As educators, professional development includes activities and efforts to improve teaching/instructional and research capabilities, qualifications, etc.

In aiming at utilizing the full potential of this policy and strategy in order to achieve consistent support to all EUC academic staff in their teaching and professional work

as a sound performance appraisal is supported by deploying additional complementary practices such as peer review of teaching within a larger framework of established techniques. Thus, aiming at corroborating the "Performance Appraisal of Faculty and Special Teaching Personnel" which is addressed to the whole body of the full-time academic staff of the University and in further supporting the newly hired academic staff of the University and promoting their best quality of teaching and learning, the **"Framework on Mentoring of newly hired full-time and part-time academic staff"** has been established (please see the procedures followed in Annex 1 EUC Internal Regulations / 32. EUC Framework on Mentoring Scheme for Newly Hired). The Framework aims at providing mentoring support to all newly hired academic staff (either full-time or part-time) during the first year of their employment at our university. This mentoring procedure enhances not only the academic staff professional development but also their social inclusion into their new academic environment. The effectiveness of the process is based on mutual trust between the newly hired personnel and their Department Chairpersons, programme coordinators, and Dean of the School, as well as a genuine belief in the process, acknowledgment of its value by all involved and its formal recognition by the university hierarchy as a process for helping the mentee's ideas to flourish and inspiring of a common vision for teaching and learning.

With a similar vision and in further supporting all academic staff of the university (both junior and senior) and promoting their best in delivering the best quality of teaching and learning, the framework for the **"Peer-Observation and Peer-Review of Teaching Mentoring"** of the university academic staff (please see the procedures followed in Annex 1 EUC Internal Regulations 36. EUC IR on Framework on Peer Observation and Review of Teaching). This Framework was initiated in parallel and complementary to the previous one and aims at providing mentoring support to all academic staff through peer-observation of teaching. Peer-observation in this framework is perceived as a collaborative developmental learning process, as both peer observer and observee learn from each other and the results are further disseminated in the Department, School and University. Peer-review is seen as an integral part of all teaching activities carried out in a variety of teaching settings in the university and is perceived as and implemented in a developmental manner with no judgmental elements included. A strong element of the framework is one of reflection with the reviewer entering into a reflective dialogue with the reviewee. The Framework allows this flexibility and visions to establish the culture of Peer-Observation and Peer-Review for Teaching without imposing it to the academic staff's annual planning.

Faculty Engagement & Retention: Understanding the strategic role played by faculty satisfaction is vital to the success of an institution, a School and a Department. One of the crucial roles of the Chairperson and the Dean is to engage and retain faculty members by creating a productive and positive work environment, thus saving in turnover costs. A Department and School will suffer losses in money, time and effectiveness, if it fails to retain its faculty. Engaged faculty are more interested in their work, invest in the success of their institution, raise the level of organization, pursue longer careers, foster greater student/patient satisfaction and give more than is expected of them in their workplace. A Department and School have thus created a horizontal hierarchy with an active engagement of all faculty in committees designed to improve the functional efficiency of the programme. The various committees and roles help to ensure that the faculty voice is represented. Because the Chairperson and the Dean rely heavily on peer recommendations and self-nominations to fill committee positions,

all faculty members have the opportunity to be considered. The Department and School Councils ratify all committee appointments. The privilege of academic freedom is counterweighed by accountability where the faculty members import the knowledge obtained responsibly. The Department and School have established sub-committees to actively monitor the implementation of the core values in all aspects of education.

New Faculty Orientation: A key part of the strategic management plan for faculty recruitment and retention, begins with the process of integrating new faculty into their new work environment. This includes "Onboarding and Orientation" programmes, which will shorten time to productivity and contribute to the faculty's ability to make an impact immediately. The Department and School offer a New Faculty Orientation, which introduces the curriculum, the facilities and other necessary information for the new faculty to integrate effectively and quickly into the programme.

At the university level, EUC staff members complete at least 35 hours of compulsory educational training at the beginning of their employment (please see section below **"Faculty Professional Development Programme"**.

In addition to the Orientation programmes, EUC has developed as part of its Internal Regulations a Framework on Mentoring Scheme for Newly Hired Full-Time and/or Part-Time Academic Staff (please see section above **"Framework on Mentoring of newly hired full-time and part-time academic staff"** and Annex 1 EUC Internal Regulations / 32. EUC Framework on Mentoring Scheme for Newly Hired).

Balance between teaching and other academic activities of academic staff

Teaching Hours Reduction for Research Purposes

The University rewards full time faculty members who excel in research by awarding them Teaching Hours Reduction (THR). A THR may be awarded based on a point scheme as described below.

A THR of three (3) hours per week is awarded on a semester basis to full time faculty once they accumulate 100 (one hundred) points. For every 3 hours THR awarded, 100 points will be automatically deducted from his/her accumulated total. Points accumulated over time but not utilised by a faculty member will simply remain at his/her disposal for a period up to 5 years. After this period the ad-hoc committee (see below) will review the unused balance and adjustments will be made according to the faculty member's level of research activity, teaching and other duties at EUC.

A faculty member may be awarded points for THR under more than one of the categories described below if he/she is eligible. The minimum teaching per semester can be reduced down to six (6) hours per week based on the accumulated points. Deans and Chairs may reduce their teaching load by maximum three (3) hours per week.

All allocations of THR points under the categories outlined below will be made after a review of an ad-hoc committee chaired by the Vice Rector of Research and External Affairs[1]. The Committee will meet at an appropriate time in each semester

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[1] The ad-hoc committee is chaired by the Vice Rector of Research and External Affairs and members are the HR Director and a senior faculty appointed by the Senate following recommendation by the Vice Rector of Research and External Affairs.

in order to review the THR point allocation in time for the preparation of the schedule of classes for the next semester. The Committee reserves the right to restrict the number of THRs granted in a semester if there are budgetary constraints.

Based on the policy of the University with regard to THR, faculty members are expected to submit the relevant information in a designated platform prior to the following dates:

For the Fall Semester: 1ˢᵗ of May

For the Spring Semester: 31ˢᵗ of October

After the dates above, each staff's record of points will be updated in the designated platform.

Dates for informing the Office of the Vice Rector of Research and External Affairs by the Deans of the Schools about the points used for the subsequent semester:

For the Fall Semester: 15ᵗʰ of June

For the Spring Semester: 15ᵗʰ of December

Any remaining points from the old THR system will be transferred to the new one when the new system is launched.

Newly hired full-time faculty members can get THR points accumulated from their publications in the five (5) years prior to their appointment and may be eligible for THRs from the first semester of their employment at EUC upon relevant approval by the ad-hoc committee.

Categories of Academic/Research Activities:

A. THR for Participation in Funded Research Projects

Faculty members are eligible to apply for points for THR when participating in funded research projects. According to the level of involvement in a research project relevant points will be awarded (see Annex 2).

If a research grant is awarded while an academic semester is in progress, points will become effective prior to the beginning of the next semester.

B. THR for Writing a Book

Points for writing a book (monograph) will be awarded upon submission of a publishing contract by a reputable academic publisher after going through a blind peer-review process. The points received may be seen in Appendix D. If a book contract is awarded while an academic semester is in progress, the relevant points will become effective prior to the beginning of the next semester, during which the teaching load reduction will be applied.

C. THR for other academic/research activities, conferences, publications and citations

THR points are awarded for other academic activities, including conferences, publications and citations. The points received may be seen in Annex 2.

D. THR from Patents

THR points are awarded for patents and the points received may be seen in Appendix D.

Recognition of meritorious academic activities

Annual Awards for Excellence in Teaching *(in Memory of Dr. Mary Eleftheriadou):* The University offers two annual Awards for Excellence in Teaching. Candidates for the awards are following nomination (self, peer or students) and assessment by a designated review panel for qualities including accessibility and supervision, quality and effectiveness, willingness, cooperation and flexibility. The procedures followed appears in Annex 2

Annual Awards for Excellence in Research:

The University offers two Annual Awards for Excellence in Research. The awards aim to reward research excellence and nurture a research culture at the University.

The awards are:

EUC Research Award – Young Researcher
The nominated researchers for the "EUC Research Award – Young Researcher" will have a maximum of ten (10) 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 Faculty should be nominated by another faculty member and nominees should 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.

EUC Research Award – Distinguished Researcher
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 ten (10) years of research experience since the completion of their PhD and up to the announcement date of the Call.

The procedures followed appear in Annex 1 EUC Internal Regulations / 10. EUC's Annual Awards for Excellence in Research

Annual Award for Early Career Women

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 above.

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.

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.

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.

Faculty Professional Development Programme:

EUC staff members complete at least 35 hours of compulsory educational training at the beginning of their employment. This training focuses on the use of communication technologies for effective teaching and learning. The training period is internally recognized by the award of a certificate, which describes the courses attended/successfully completed by the participant. We are thus committed to enhancing the pedagogical knowledge and skills of our instructors, as this will ultimately contribute to the overall improvement of the educational experience for our students.

In addition, we have already joined Advance HE as an international member in November 2021. This academic year (F2022-S2023), the 'New to Teaching' Professional Learning Programme by Advance HE was incorporated into our continuous professional development (CPD) curriculum. Moreover, a 'Connect Benefit Series' of webinars and informational material has become available to all faculty members on our CPD platform, offering guidance on how to benefit from EUC's membership with Advance HE.

Examples of courses are:

EUC Faculty Professional Development Programme for All Newly Hired Academic Staff 2023-2024

A/A	TITLE	HOURS	DATE ATTENDED
1.	Orientation Session Fall 23	5	12/9/2023
2.	Advance HE "New to Teaching Programme"	25 hours	20th & 27th /9/2023, 4th, 18th & 25th/10/2023 & 22nd/11/2023
3.	Induction to Blackboard Learn Ultra	2	22/9/2023 & 28/9/2023
4.	Research Policies and Procedures at EUC	2	29/9/2023
5.	Faculty Professional Learning Communities (fPLCs)	1	17/10/2023
	TOTAL HOURS	**35 Hours**	

Faculty Promotion

The process of faculty promotion is outlined in the EUC Charter Annex 6 pages 74 -79. Promotion is on the basis of competency, qualifications, experience and other relevant factors. A major requirement for promotion from one rank to another is excellence in teaching, research and service to the Community, and sustained commitment and dedication to the University. Advancement in rank is not merely a matter of routine or seniority, but it is based primarily on merit. It should be noted that any Faculty member hired through the faculty selection and appointment procedure must complete at least three (3) years of service to the appointed rank, in order to be eligible for promotion; provided that he/she meets all other criteria for promotion.

Faculty Promotion regulations and procedures are described in the EUC Charter, pages 74-79. Promotion is taking place on the basis of competency, qualifications, experience and other relevant factors. A major requirement for promotion from one rank to another is excellence in teaching, research and service to the Community, and sustained commitment and dedication to the University. Advancement in rank is not merely a matter of routine or seniority, but it is based primarily on merit. It should be noted that any Faculty member hired through the faculty selection and appointment procedure must complete at least three (3) years of service to the appointed rank, in order to be eligible for promotion; provided that he/she meets all other criteria for promotion.

Promotion Criteria, Documentation Accompanying the Application for Promotion, the procedure for Promotion and the Promotion Committee Composition appear in detail in the EUC Charter Annex 6.

Sabbatical Leave

The objective of a Sabbatical Leave is to enhance a faculty's academic profile and to increase a faculty's value to the University. Sabbatical Leaves are granted for planned travel study, formal education, research, writing of papers, monographs and books or other activities 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 European University Cyprus 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. The objective of a Sabbatical Leave is to enhance a faculty's academic profile and to increase a faculty's value to the University. Sabbatical Leaves are granted for planned travel study, formal education, research, writing of papers, monographs and books or other activities of academic value.

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Sabbatical Leave).

Program for training of faculty members for successful supervision of Ph.D. students.

1. TOPICS covered:

   - Program Requirements

   - Student Development
   - Unwritten Rules and Expectations
   - Communication Skills
   - Goal Setting and Progress Monitoring
   - Time Management and Organization
   - Research Ethics and Integrity
   - Conflict Resolution

   - Recognizing and Addressing Student Distress

   - Navigating Difficult Conversations

2. Sharing experience and advises from faculty members supervising PhD students