

Doc. 300.1.2

Date: 5.7.2022

Higher Education Institution's Response

- **Higher Education Institution:**
European University Cyprus
- **Town:** Nicosia
- **Programme of study
Name (Duration, ECTS, Cycle)**
In Greek:
“Άσκηση, Υγεία και Διατροφή (3 Έτη/180 ECTS, Διδακτορικό)”
In English:
“Exercise, Health and Nutrition (3 Years/180 ECTS, Doctor of Philosophy)”
- **Language(s) of instruction:** Greek and English
- **Programme's status:** New
- **Concentrations (if any):** NA

In Greek: Concentrations

In English: Concentrations



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

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.*

The Department of Life Sciences of European University Cyprus wishes to express sincere gratitude to the External Evaluation Committee (EEC) for evaluating the doctoral program of study in Exercise, Health, and Nutrition (Ph.D.).

It is with great appreciation that the Department and the School of Sciences noted the positive feedback of the EEC; we carefully considered the insightful recommendations. The Committee's recommendations further allowed us to improve the program's quality and implementation.

In the following pages, we address in detail all recommendations for improvement suggested by the EEC. We provide relevant information and describe actions taken to ensure that our Exercise, Health, and Nutrition (Ph.D.) program is high quality and has considerable impact.

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 |
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| <p>1.1 There should be an effort to clearly define the competitive advantage of the program. Aim to fully capitalise on the interdisciplinary nature of the programme (exercise, health and nutrition) in any marketing materials to distinguish it from the competition.</p> | <p>We would like to thank the EEC for this recommendation. The value propositions of the programs of study are included in all relevant communication channels and materials of the University, such as the website, landing pages, video content, digital and press advertorial content, and EUC publications (programs, booklets, etc.).</p> <p>Based on these suggestions, please find below the description of the program as it will appear on the EUC's website upon accreditation (in both English and Greek):</p> <p>"This Ph.D. in Exercise, Health and Nutrition trains candidates in a broad range of disciplines (Exercise, Health and Nutritional Sciences) in a way to be independent scholars and researchers in the field. At the core of this interdisciplinary program, students receive training in advanced research courses, such as Biostatistics and Research Methodology. Through taught courses and guest lecture series, high-priority issues related to Exercise, Health and Nutrition will be explored, including Clinical Nutrition, Sport Nutrition, Nutrition in the Community, Clinical Exercise Physiology, Exercise for Special Populations, Exercise for Health and Wellbeing, Exercise Adaptations and Nutritional Supplements. Graduates will be able to provide effective services in Exercise, Health and Nutrition or scholarly support at a national and/or international level."</p> <p>“Το διδακτορικό πρόγραμμα σπουδών στην Άσκηση, Υγεία και Διατροφή καταρτίζει τους/τις υποψηφίους σε ένα ευρύ φάσμα συναφών ειδικοτήτων (Επιστήμες Άσκησης, Υγείας και Διατροφής) καθιστώντας τους ανεξάρτητους μελετητές και ερευνητές στους τομείς αυτούς. Στο πλαίσιο του διεπιστημονικού αυτού προγράμματος, οι φοιτητές/τριες συμμετέχουν σε προηγμένα μαθήματα έρευνας, όπως η Βιοστατιστική και η Μεθοδολογία της Έρευνας. Μέσω μαθημάτων και σειράς διαλέξεων από προσκεκλημένους/ες επιστήμονες-ακαδημαϊκούς, διερευνούν θέματα υψηλής προτεραιότητας που σχετίζονται με την Άσκηση, την Υγεία και τη Διατροφή, όπως η Κλινική Διατροφή, η Αθλητική Διατροφή, η Διατροφή στην Κοινότητα, η Φυσιολογία της Κλινικής Άσκησης, η Άσκηση για Ειδικούς Πληθυσμούς, η Άσκηση για Υγεία</p> | <p>Choose an item.</p> |

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| | <p>και Ευεξία, οι Προσαρμογές της Άσκησης και τα Συμπληρώματα Διατροφής. Οι απόφοιτοι/ες θα είναι σε θέση να παρέχουν αποτελεσματικές υπηρεσίες στην Άσκηση, την Υγεία και τη Διατροφή ή επιστημονική υποστήριξη σε εθνικό ή/και διεθνές επίπεδο.»</p> | |
| <p>1.2 Regarding the latter, topics for research projects should emphasise the interaction between exercise, nutrition and health. Intervention trials should be designed to incorporate innovative state-of-the-art methodologies and outcomes (e.g "precision medicine, machine learning, etc.).</p> | <p>We thank the EEC for this valuable comment. Indeed, this new Ph.D. program in Exercise, Health, and Nutrition emphasize the interaction between exercise, health, and nutrition by developing innovative intervention trials. Notably, the academic staff of this program has a wide range of research expertise in Nutrition (human nutrition, clinical nutrition, public health nutrition), Exercise (sports performance, personalized antioxidant supplementation and dietary deficiencies), and Nutritional Epidemiology and Health that facilitates the achievement of the aim of this program to incorporate innovative state-of-art methodologies and outcomes. Furthermore, several networking and collaborations of the faculty and Department with external stakeholders such as the industry, medical centers, and other academic institutions may contribute to achieving the program's aim of developing interactive research proposals.</p> <p>Moreover, the leading lab credited to this new program is the Laboratory of Exercise, Health, and Nutrition, which consists of new and innovative equipment for food and body composition analysis, assessment of physical performance, and many others. In addition, labs from other programs and departments of the EUC (Department of Health Sciences, School of Medicine) are available and will be used for the purposes of this new Ph.D. program. These labs include the Biochemistry Lab, the Pharmaceutical Chemistry Lab and the Biomedical Research Lab. Therefore, based on the above, expert faculty of different disciplines, several collaborations and networks, and newly equipped laboratories are the key principles for developing innovative and interactive research trials.</p> <p>Therefore, based on the above suggestions, please find below the description of the program as it will appear on the EUC's website upon accreditation, just right after the text that we have already presented in the previous item (1.1):</p> <p>"This new Ph.D. program emphasizes the interaction between exercise, health, and nutrition by developing innovative intervention trials. The academic staff of this program has a wide range of research expertise in Nutrition, Exercise, Nutritional Epidemiology and Health that facilitates the achievement of the aim of this</p> | <p>Choose an item.</p> |

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| | <p>program to incorporate innovative state-of-art methodologies and outcomes. Furthermore, several networks, collaborations with external stakeholders and the availability of newly equipped laboratories of different disciplines are the key principles for developing innovative and interactive research proposals."</p> <p>«Αυτό το νέο διδακτορικό πρόγραμμα δίνει έμφαση στην αλληλεπίδραση μεταξύ Άσκησης, Υγείας και Διατροφής αναπτύσσοντας καινοτόμες δοκιμές παρέμβασης. Το ακαδημαϊκό προσωπικό του προγράμματος διαθέτει ένα ευρύ φάσμα ερευνητικής τεχνογνωσίας στις Επιστήμες της Διατροφής, της Άσκησης, της Διατροφικής Επιδημιολογίας και της Υγείας που διευκολύνει την επίτευξη του στόχου του προγράμματος για την ενσωμάτωση καινοτόμων ερευνητικών μεθοδολογιών μέσω της πιο σύγχρονης τεχνολογίας. Επιπλέον, τα διάφορα δίκτυα, οι συνεργασίες με εξωτερικούς σχετικούς φορείς και η διαθεσιμότητα καινούριων εξειδικευμένων εργαστηρίων διαφορετικών ειδικοτήτων υποστηρίζουν ως βασικές αρχές την ανάπτυξη καινοτόμων και διαδραστικών ερευνητικών προτάσεων».</p> | |
| <p>1.3 Some level of funding (either internal or external) will be needed to support the research costs of projects (as a minimum). This is particularly the case for projects with a biochemical/biomedical focus, where a budget for the analysis of biological samples will be vital.</p> | <p>We agree with the EEC's observation. Indeed, some level of funding is significant, especially for projects with a biochemical/biomedical focus. Hence, we cover our research expenses for consumables internally through the annual Departmental budget. Therefore, the costs of our Ph.D. studies' consumables can be included in the annually Departmental budget. We don't expect to have more than 3 Ph.D. projects per year; thus, the cost is not prohibitive and will not affect the smooth operation of the Department.</p> <p>In addition, our laboratory offers paid services regarding physical performance, body composition, and nutritional evaluation to various individuals and sports teams. This revenue is used to cover part of our research expenses. Ph.D. candidates might participate in these evaluations and reimburse for this. Also, they can get familiar with all the laboratory equipment and various techniques and not only with the equipment they will use in their Ph.D. intervention.</p> <p>Notably, one of our main targets as a Department for the following years is to increase our attractiveness for funding from external sources and not rely only on our internal budget. Our strategic plan includes industries in the food sector and mainly in the sports supplements industry. Indeed strengthening our collaboration with</p> | <p>Choose an item.</p> |

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| | <p>the industry is a crucial pillar of our development process and expansion as a Department.</p> <p>Furthermore, the Cyprus Research and Innovation Foundation (RIF) offers various frameworks for funding projects for Research, Technological Development and Innovation. RIF's mission is the establishment of all the necessary conditions and requirements to support the development of Research, Technology, and Innovation in Cyprus. The involved faculty in the Ph.D. program has set as a priority for the following years to submit various research proposals for funding from the RIF. Primarily, we have turned our focus on the next call for doctoral studies funding which will cover all the expenses of a Ph.D. research (salary, consumables, publication fees, traveling to congresses, etc.).</p> <p>It's worth mentioning that most of our Ph.D. students are expected to receive some funding. As a University, we believe that scholarships should support students enrolled in doctoral programs of studies. To this end, various types of scholarships will be available for Ph.D. students admitted to the proposed program. Some examples of internal Ph.D. funding opportunities are the following:</p> <ol style="list-style-type: none"> i. Full (100%) scholarships for exemption from tuition fees. For the next academic year 2022-2023, two (2) 100% tuition waiver scholarships will be provided to exceptional Ph.D. students in the new Exercise Health and Nutrition (Ph.D.) program. According to the University's Ph.D. Scholarship Award Scheme, every year, faculty demonstrating significant research activities are awarded full scholarships to be given to the best Ph.D. applicants (<i>please see APPENDIX I; PhD Scholarships Award Scheme</i>). ii. Ph.D. scholarships will be provided to Ph.D. students working as teaching assistants (TAs) in relevant theory and laboratory courses (B.Sc. or M.Sc. level) in the form of a monthly stipend. iii. Ph.D. scholarships will be provided to Ph.D. students working as research assistants (RAs) in funded research projects of the Principal Investigators in the form of a monthly stipend. iv. Ph.D. scholarships (10% reduction in tuition fees) are awarded to students who have graduated from B.Sc. or M.Sc. programs at EUC. v. According to the relevant policy by the University, each Ph.D. student is awarded a 500 euros scholarship, in the form of tuition | |
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| | <p>exemption, for every first author publication indexed in Scopus (<i>please see APPENDIX II; Policy for the Award of Scholarships to PhD Students for Publishing a Scopus paper</i>).</p> | |
| <p>1.4 With respect to the latter, expanding collaborations with industrial partners is recommended. The needs of the labour market should be taken into account when designing research programmes to maintain the School's excellent employability record. Industrial collaborations could provide a route to employment for PhD graduates.</p> | <p>We agree with the ECC recommendation. Indeed we are currently expanding our collaborations with industrial partners and developing our research programs based on the market's needs. Noteworthy, our University and most of our academic staff have already developed strong links and collaborations with external stakeholders regarding internship, research, and voluntary provision to the community. These collaborations include partnerships with Sports Centers and Academies, Wellness and Rehabilitation Centers, Private and Public Hospitals, and National and International Associations. However, we need to further expand our collaborations with more industrial stakeholders such as the Food Industry, Pharmaceutical Industry, and others to quickly provide route employment to our graduates. In Cyprus, there are some companies that we have already started the preparations to collaborate with in terms of this new Ph.D. program. One of these is Nutricia (https://www.nutricia.com), the biggest company in Cyprus for Food Supplements and Artificial Feeding, and Mundipharma (https://www.mundipharma.com), a company for Food Supplements.</p> <p>Notably, representatives of both companies visit our University every year and provide seminars to our undergraduate and postgraduate students in Nutrition to promote their products. We are hence expanding our collaborations with them in this new Ph.D. program. Other companies in Cyprus have also been identified to serve as collaborative networks. These include the pharmaceutical companies Medochemie (https://www.medochemie.com) and Remedica (https://www.remédica.eu). The program of Pharmacy of the EUC has recently signed a Memorandum of Agreement (MOAs) with Remedica in terms of student's internships. Our new Ph.D. program aims to extend and strengthen all the above collaborations and even to seek new ones to provide our Ph.D. graduates with a wide range of employability options.</p> | <p>Choose an item.</p> |
| <p>1.5 The Cyprus Research Promotion Foundation is an important source of funding for research and may provide a route to PhD scholarship funding in the future (discussions suggested that</p> | <p>We agree with the ECC that the Cyprus Research and Innovation Foundation (RIF) is crucial for funding more prestigious projects in the proposed Ph.D. As we analyzed above (section 1.3, paragraph 4), we are currently intensifying our attempts to secure funding from the following RIF calls.</p> | <p>Choose an item.</p> |

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| <p>there is a precedent for this and the time seems ripe for exploring potential). Building stronger links with industry may help this endeavour.</p> | | |
| <p>1.6 Perhaps consider offering PhD students elective (optional) modules from Master's level programme(s) if they need more to develop more expertise in a particular discipline area.</p> | <p>We thank the ECC for this recommendation. It needs to be noted here that regarding the suggestion pertinent to offering Ph.D. students some elective courses from the M.Sc. programs, according to the European Qualifications Framework (EQF) and the Cyprus national legislation, courses completed in M.Sc. programs (level 7) cannot be recognized as equivalent to Ph.D. courses (level 8). We do offer though M.Sc. courses as foundation and enrichment courses (free of charge) for Ph.D. candidates based on their customized discipline needs.</p> | |
| <p>1.7 The programme could be marketed widely, with the aim to attract self-funding international students.</p> | <p>We agree with the EEC comment that this program should be marketed widely to attract self-funded international students. To this end, we will enhance our attempts to promote the proposed Ph.D. widely to attract international students. EUC's marketing strategy to attract students is based on the following pillars: Awareness- to communicate EUC's brand positioning and competitiveness; importance- leverage the value propositions of the programs of study; and potential-influence and develop career prospects of graduates.</p> <p>Promotion actions and tactics include:</p> <ul style="list-style-type: none"> • Google ads and Social media campaigns • SEO to increase visibility and boost website visits • Paid digital and press ads • Sales Promotion events such as focused program webinars/fairs/open days • Internal promotion targeting EUC graduates/alumni. | |
| <p>1.8 The course distribution per semester (Page 35) needs to be more detailed and explanatory regarding the student chronogram and possible overlapping topics/matters.</p> | <p>We would like to thank the EEC for this recommendation. The course distribution per semester is shown on page 35 of Document 200.1. Furthermore, the Ph.D. Thesis Guide provides a more detailed and explanatory description regarding the student chronogram (<i>please see APPENDIX III; Doctoral Thesis Guide; pages 3-10</i>). A short description of the course distribution and structure of the program is presented below:</p> <p>The minimum duration of this Ph.D. program is 3 years distributed in 6 academic semesters and the maximum is 8 years. This program consists of 3 compulsory courses which will be offered during the 1st semester</p> | |

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| | <p>(LFS710-Advanced Research Methods, LFS720-Advanced Methods in Biostatistics, EHN700-Advanced Research Topics in Exercise Health and Nutrition). The first course and the third course combine both advanced quantitative and qualitative research methods and topics.</p> <p>After completing this coursework, students are expected to take the mandatory Comprehensive Qualifying Examination, during the 2nd semester. Sitting the Comprehensive Qualifying Examination requires the complete submission of a first draft of the Theoretical framework of the Ph.D. Thesis. The Comprehensive Qualifying Examination has two stages. The 1st stage is a written examination based on Research Methods and Biostatistics topics. The 2nd stage is an individual oral examination with a duration of 30 minutes on the research proposal of the student's Ph.D. project.</p> <p>Moreover, during the 2nd semester, after completing the 3 taught courses and passing the Comprehensive Qualifying Examination, the Ph.D. Candidate may draft and submit a Thesis/Dissertation proposal. After approving the proposal, the PhD candidate starts the research fieldwork (independent research) and this takes place during the 3rd, 4th and 5th semester. During the last semester (6th semester) student can submit the final PhD dissertation and after obtaining the approval from the supervisory committee.</p> <p>In regards to the duration of studies, the program has a minimum duration of 3 years and a maximum duration of 8 years. Furthermore, during his/her studies, the student is obliged to register in the courses and stages of the Ph.D. program every Fall and Spring semester of each year (consecutively) since his/her initial registration to the program.</p> | |
| <p>1.9 The program structure and course description appear in several parts (page 34, Annex 1 and 2, Appendix1/2), However, Contents, Objectives, Learning Outcomes and methodology description regarding the Comprehensive Qualifying Examination (10 ECTS), preparation and submission of a Dissertation Proposal (20 ECTS), PhD Fieldwork (90 ECTS) and PhD Dissertation (30 ECTS) only</p> | <p>We thank the EEC for this comment and would like to further confirm the structure of our new Ph.D. program. This new program is fully aligned with the recommendations of the Cyprus Agency of Quality Assurance and Accreditation in Higher Education (CY.Q.A.A.). The program consists of three taught Ph.D. level courses (LFS710-Advanced Research Methods, LFS720-Advanced Methods in Biostatistics, and EHN700-Special Issues in Advanced Researched Topics in Exercise, Health, and Nutrition of 10 ECTS each; please see the Syllabi in Appendix III; pages 12-19), the Comprehensive Qualifying Examination (10 ECTS), the preparation and submission of a Dissertation Proposal (20 ECTS), the Ph.D. Fieldwork</p> | |

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| <p>emerge in Annex 9, mostly describing format and qualitative requirements but with scarce academic/research guidelines. Does the structure/coordination of this document comply with the criteria of the Agency or does it need to be improved?</p> | <p>(90 ECTS), and the Ph.D. Dissertation (30 ECTS). A short description of each of the above parts/stages of the Ph.D. is presented below:</p> <ol style="list-style-type: none"> i. Comprehensive Qualifying Examination (10 ECTS): This Ph.D. stage assesses the content of the first three (3) taught courses in a more applied way. There is no new curriculum to be taught and no delivery of material (e.g. teaching sessions, interactive activities, etc.), while the Ph.D. stage is assessed via a written component and an oral component, assessed by a Committee comprising of the three (3) academics who have taught the 3 relevant courses. ii. Preparation and submission of a Dissertation Proposal (20 ECTS): This Ph.D. stage involves the preparation of the Ph.D. research proposal by students. During this stage, Ph.D. students work solely with their supervisors to prepare the proposal, which comprises of the first two chapters of the Ph.D. dissertation (Introduction including systematic review and Ph.D. research methodology). This stage is assessed by the Ph.D. supervisory team, which needs to be formed prior to assessment (i.e. before the end of the given semester). iii. PhD Fieldwork (90 ECTS): This Ph.D. stage involves the actual PhD fieldwork, which comprises recruitment of study participants, preparation of specific study protocols for data collection or interventions and the actual conduct of the study and relevant data collection and analysis. iv. PhD Dissertation (30 ECTS): This Ph.D. stage is initiated only after the Ph.D. fieldwork is completed. At the end of this stage, Ph.D. candidates are expected to submit the final Ph.D. dissertation and participate in an oral public defence (Ph.D. viva). | |
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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 |
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| <p>2.1 Aim to capitalize on the ERASMUS. Charter to provide PhD students with the opportunity to spend time in another laboratory overseas. This would bring huge added value to the PhD programme and could serve as an additional USP for the programme.</p> | <p>We fully agree with the ECC suggestion to provide Ph.D. students with the opportunity to spend time in another laboratory overseas through the Erasmus program. To this end, we will increase our attempts to make students understand the need for this action and spend some time in a laboratory overseas through the Erasmus. Cyprus is a small and relatively isolated country from other European countries. Thus, students can benefit educationally, linguistically, and culturally from the experience of attending a university abroad and acquiring international experience.</p> <p>At the European University Cyprus, we support and promote Doctoral Mobility for Traineeships. Enrolled doctoral students can participate in Erasmus+ student mobility for internships. The funding opportunities for doctoral students include:</p> <ol style="list-style-type: none"> i. long-term internships abroad, ii. short-term stays (optionally in combination with a virtual phase from home), and iii. blended mobilities with a short-term physical stay abroad and a virtual phase. <p>Furthermore, Ph.D. students with an employment contract with EUC (most of our candidates are under this category since we are using them in teaching) can also participate in Erasmus+ staff mobility, mainly for Erasmus+ Teaching Mobility, and the funding opportunities include:</p> <ol style="list-style-type: none"> i. Erasmus+ long-term doctoral mobility Erasmus+ traineeship. The funded duration of the activity is between 2 to 12 months. The eligibility conditions for Ph.D. students are the same as the general Erasmus+ Student Mobility Traineeship activities require. ii. Erasmus+ short-term doctoral mobility Erasmus+ traineeship. The activity requires a physical period abroad of 5 to 30 days. An additional virtual activity at EUC is optional. iii. Blended doctoral mobility Erasmus+ internship. Activities that combine a physical activity abroad of 5 to 30 days and a mandatory virtual activity at EUC. There is no time limit for the virtual phase. <p>Additional support grants to cover supplementary costs for the activity abroad may be provided in case of fewer</p> | <p>Choose an item.</p> |

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| | <p>opportunities applications. More information regarding our Erasmus+ program for Doctoral Mobility can be found here. https://erasmus.euc.ac.cy/erasmus-doctoral-mobility/</p> | |
| <p>2.2 A recommendation for the PhD programme Education could be to include more collaboration and interaction between students, for example with peer assessment (for example by organizing frequent seminars in which students have the opportunity to receive feedback from other colleagues).</p> | <p>We agree with the ECC suggestion to include more student collaboration and interaction in the Ph.D. program. Indeed, collaborative learning enhances the development of higher-level thinking, productivity, and oral communication, increases completion rates, and decreases slow progress in Ph.D. development and submission. To this end, we have proceeded with the following initiatives.</p> <ul style="list-style-type: none"> i. PhD Researchers Round Table event (every 4 months). All Ph.D. candidates will have to present their work and development at this event. Only Ph.D. students will be allowed to present their work at these events. All students in the proposed Ph.D. program during their studies will have to deliver their work, progress, and preliminary results at least at three such events. After the presentations, a round-table will follow with an open discussion between the candidates and the faculty. With these events, we aim to disseminate their work by enhancing student collaboration and interaction. ii. Participation of the PhD candidates in the Departmental Research Day. The Life Sciences Departments' Research Day is organized twice per academic year, is open to all the students at the University, and aims to increase the number of students involved in research. This event brings together faculty and students from all our programs. It allows all involved to share new findings, facilitate scientific exchange, and identify potential new collaborations and initiatives. It has already been decided that all the candidates in the Ph.D. program will have to present their Ph.D. proposal at this event before proceeding to the formal presentation of their proposal to the Supervisory Committee. This action aims to give the candidates the chance to interact with other students, develop their oral communication skills and receive feedback from colleagues. iii. Online communication and collaboration support system for the Ph.D. students of the program. All students of the Ph.D. program will have online access to a forum for peer communications or sharing ideas through a | <p>Choose an item.</p> |

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| | <p>portal, e.g., to discuss questions answering, problem-solving, research ideas, virtual group meetings, etc. This initiative is expected to establish a culture of peer support and collaborative learning among the Ph.D. students.</p> <p>vi. Enhance synergies and cooperation between PhD programs of our University. In cooperation with the Office of the Vice Rector of Research and Academic Affairs office, seminars on various thematology will be organized frequently for the faculty and Ph.D. candidates across the University's different research groups and programs.</p> | |
| <p>2.3 Coordination with other PhD programs at EUC should be specifically described.</p> | <p>Currently, in the School of Sciences, we have the Ph.D. programs in 'Physiotherapy', 'Public Health', 'Nursing', 'Cancer Biology and Clinical Oncology', 'Computer Science', and 'Occupational Safety.' The proposed program has a standard structure as these programs shares related courses with the 'Physiotherapy,' 'Public Health,' and 'Nursing' programs.</p> <p>In addition, close coordination and cooperation exist between the supervisors in these programs. In the Ph.D. programs, members of the supervisory team members could be faculty from other Schools of the University as well. Indeed, we prefer the supervisory team members to be from relevant areas but different Departments. For example, Dr. Chrysostomou is the primary supervisor of a Ph.D. dissertation in the Public Health Ph.D., and Dr. Heraclides is the Ph.D. main supervisor of a Ph.D. dissertation in the Physiotherapy PhD program. Interdisciplinary doctoral research supervision is a growing phenomenon to find creative and innovative solutions to complicated problems. This task can be succeeded through multidisciplinary collaborations, projects, and programs such as the present Ph.D. in Exercise, Health and Nutrition. Thus, knowledge sharing and interdisciplinarity among the Ph.D. dissertations in our School are secured.</p> <p>Furthermore, the Ph.D. coordinators have regular meetings at least bi-monthly in order to exchange experiences and coordinate. The Dean of the School is responsible for facilitating the meetings and coordinating other Ph.D. related issues across the Departments. The coordinators of the Ph.D. programs also organized seminars in areas directly related to the students' needs during their doctoral studies. For example, seminars are tailored and offered to our doctoral students regarding scientific writing, research</p> | <p>Choose an item.</p> |



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| | proposal preparation, health and life sciences bioethics, enhanced research publication rate, and contents. | |
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3. Teaching staff (ESG 1.5)

| Areas of improvement and recommendations by EEC. | Actions Taken by the Institution | For official use Only |
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| <p>3.1 The EEC encourages the University and School to continue supporting opportunities for staff development in the area of research.</p> | <p>We confirm our alignment with EEC about the provision of continuous support by the University for staff development in research. Indeed, this suggestion is fully aligned with the Internal Regulation on Research Policy which has been recently updated (<i>please see APPENDIX IV; EUC's Internal Regulation on Research Policy; pages 24-25</i>). Based on this policy, within the framework of further contribution to the research community, the mission of the EUC is to develop a pioneering and innovative research infrastructure with the objective of generating new knowledge. In terms of enhancing engagement with research, University Research Funds from externally-funded research projects are used to finance non-economic research activities such as:</p> <ul style="list-style-type: none"> i. Participation of academic researchers in conferences, seminars. ii. The administration costs associated with providing support services to academic researchers. iii. Organization of training seminars for the faculty and research personnel of the University; these seminars shall be organized if and only will help/assist and/or facilitate researchers to enhance and further develop their knowledge in subjects related to their research fields and help them design and implement research projects. iv. Purchase of software, hardware and equipment that are needed by faculty and research personnel for research projects. v. The funding for the University's Internal Research Awards vi. The funding of PhD scholarships vii. Development of Infrastructure related to the research activity of the University. viii. Funding of the activities of the Research Office of the University ix. Open Access Publication Fees x. Any other activities pertaining to the wide dissemination of research-generated outputs. <p>Moreover, the EUC provides the staff the opportunity for a grant through the Annual Awards for Excellence in Research. In particular, the Annual Awards for Excellence in Research are launched by the Senate</p> | <p>Choose an item.</p> |

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| | <p>Research Committee and are awarded to EUC faculty in order to pursue research and other creative work. They provide support for exploratory research projects, which might result in proposals submitted for external funding or creative work that is likely to enhance the recognition of the faculty and research personnel and the University at large. The awards prize may be used for funding travel, equipment, supplies, Ph.D. student assistants' scholarships, student assistants, research assistants, and other expenses (for further information, please see APPENDIX V; <i>Internal Regulation on EUC's Annual Awards for Excellence in Research</i>).</p> <p>The University also supports the research activity of members of staff by awarding them Teaching Hours Reduction (THR) in order to further enhance their engagement with research. A THR may be awarded if the member of the staff fulfills the conditions in one or more of the three schemes outlined below (<i>please see APPENDIX IV; EUC's Internal Regulation on Research Policy; pages 26-28</i>):</p> <ol style="list-style-type: none"> i. Award of a THR for participation in research projects: Staff members are eligible to apply for a Teaching Hours Reduction (THR) when conducting funded research. ii. Award of a THR for writing a book: A three-hour teaching reduction per semester is awarded for the purpose of writing a book upon submission of a publishing contract by a reputable publisher. iii. Award of a THR by accumulation of points: A third scheme for the award of a THR takes into account the research activity of members of staff and the points they accumulate according to their research activity. | |
| <p>3.4 Increasing the international visibility of the program (e.g. by attracting visiting scholars and international students) will lead to new staff/student development opportunities and will help to raise the research profile of the School and Department internationally.</p> | <p>We are grateful for this EEC recommendation with which we agree. The Ph.D. program in Exercise, Health and Nutrition aims to engage Visiting faculty from other Universities from Europe to increase research outputs and opportunities. The internationalization of the faculty remains a priority for our Department. Thus, we have created conducive conditions for international travel which enhance our ongoing efforts to invite more Erasmus teaching staff from non-Greek speaking partners, thus adhering to the EEC's recommendation. Such academics will be able to offer guest lectures. We consider that the EEC's suggestion implies that the incoming mobility of international teaching staff in the program can further strengthen our faculty's networking and research</p> | <p>Choose an item.</p> |

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| | <p>activities. In addition, the students can benefit from the program's internationalization actions, as international lecturers will teach and interact with them.</p> <p>Below you can see the list of prospects Visiting Faculty of the program. All prospects Visiting Faculty have high-quality teaching and research experience and publications and can effectively contribute to the achievement of the learning outcomes of this program:</p> <ul style="list-style-type: none"> • Professor George Moschonis (La Trobe University, Australia) for the course EHN600. • Professor George Dedousis (Harokopion University Athens) for the course EHN600. • Associate Professor Michalis Nikolaidis (Aristotle University of Thessaloniki) for the course EHN600. • Associate Professor Vassilis Paschalis (National and Kapodistrian University of Athens) for the course EHN600. <p>Moreover, as mentioned below (item 3.5), Visiting Faculty will also participate in the bimonthly interdisciplinary seminars that will be organised by this program. Visiting Faculty will thus be able to present their research work and interests leading to new staff/student development opportunities.</p> <p>Notably, many of our academic staff already have research collaborations with other institutions across Europe, which will also facilitate this effort.</p> | |
| <p>3.5 A programme of regular interdisciplinary seminars (e.g. monthly/bimonthly) would be particularly beneficial for this new programme, in terms of helping to highlight research synergies amongst staff from different Departments and thereby fostering the development of new interdisciplinary PhD supervisory teams.</p> | <p>We agree with EEC. This new Ph.D. program will offer bimonthly interdisciplinary seminars highlighting research synergies between the staff of different departments and fostering the development of interdisciplinary supervisory teams. EUC staff from various departments will be invited to participate in these seminars and present their research activities and/or future research plans and interests. The implementation of these seminars will support the development of new research proposals with new interdisciplinary Ph.D. supervisory committees.</p> <p>Moreover, to further promote research activities and increase research synergies among the departments, the EUC already organizes an annual Research Day Event. This event aims to increase the number of students engaging in research. In this event, faculty and students from all the Department of the University have the opportunity to present their research work. Therefore, this event aims to bring together faculty and students from all programs of the EUC and</p> | <p>Choose an item.</p> |

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| | <p>provide an opportunity to share new findings, facilitate scientific exchange, and identify potential new collaborations and initiatives. Further, this event promotes research synergies among the Department's members and supports less active faculty.</p> <p>In addition, following the ECC suggestion to include more student collaboration and interaction in the proposed Ph.D. program and generally synergies between the Ph.D. programs of our University, we have planned four procedures to succeed in this task, including:</p> <ul style="list-style-type: none"> i. Ph.D. Researchers Round Table event (every 4 months). ii. Participation of the Ph.D. candidates in the Departmental Research Day. iii. Online communication and collaboration support system for the Ph.D. students of the program. vii. Enhanced synergies and cooperation between Ph.D. programs of our School. <p>These procedures are presented in detail in section 2.2. on pages 12-13 above.</p> | |
| <p>3.6 The obesity pandemic, and particularly the issue of child obesity, was cited as an important reason underpinning the need for this new programme and it is felt that projects in this and related areas (e.g. type 2 diabetes mellitus) would be important for ensuring alignment with national public health priorities.</p> | <p>We agree with the EEC about the importance of providing this new program's alignment with national public health priorities. As already stated during our presentation on the accreditation day, the rationale behind establishing this new Ph.D. program is the tremendous increase of non-communicable diseases attributed to unhealthy diets and low levels of physical activity, which is a worldwide phenomenon. Most of our faculty has already participated in previous research projects in relevant areas, including childhood obesity, type 2 diabetes, and other clinical and public health nutrition topics. We aim to emphasize the development of new Ph.D. projects fulfilling public health priorities mainly through implementing Exercise and Nutrition. Notably, the comprehensive research expertise of our academic staff will strongly support this initiative.</p> | <p>Choose an item.</p> |
| <p>3.7 There are some very good examples of collaborations between Departmental staff and professional associations, rehabilitation/wellness centres, hospitals and other universities. However, the commercial sector (sports/fitness/nutrition/hydration</p> | <p>We thank the ECC for this suggestion. More details about this issue and the development of new collaborations between Departmental staff, professional associations, and other universities are provided in section 1.4. Noteworthy, we state our entire agreement with this recommendation and aim to our external collaborations with the Industry, Labour, and Academic Institutions to offer a funding</p> | <p>Choose an item.</p> |

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| <p>products) could offer funding potential for future collaborative PhD projects, in terms of PhD scholarships and/or funding to meet the research costs of projects (particularly projects investigating biochemical/biomolecular pathways). The EEC recommends further developing collaborations and partnerships with industrial partners with a view to co-designing future PhD projects and expanding funding streams to support PhD research.</p> | <p>potential for future collaborative Ph.D. projects in terms of scholarships and other types of funding.</p> | |
| <p>3.8 A planned/delineated approach to managing students who struggle to complete components of the PhD programme in a timely way and to deal with student attrition. This could become an issue due to the heterogeneity of the students, i.e. students can have a very diverse profile (various fields of expertise), hence some subjects and/or tasks may be more difficult.</p> | <p>We thank the EEC for this comment. Indeed, this new Ph.D. program will accept candidacies from different disciplines; hence some tasks may be more difficult for some candidates than others. In order to manage students with difficulties completing components of the Ph.D. program in a timely way, our program has implemented specific policies to support these cases. In particular, postgraduate courses will be offered to our Ph.D. students to enrich their current knowledge in a specific discipline. Ph.D. students will be able to attend these courses free of charge after their registration to the program. These enrichment courses will be defined by the Ph.D. Committee prior student's registration to the program and will depend on each student's scientific background. For example, a student whose discipline is in Sports Science may be assigned to attend postgraduate courses from the M.Sc. in Applied Nutrition and Dietetics such as NUT605- Special Topics in Nutrition Metabolism and/or NUT610- Special Topics in Nutrition and Nutritional Assessment through Life Circle and/or NUT615- Special Topics in Clinical Dietetics and Nutrition of Adults and/or NUT620- Special Topics in Clinical Dietetics and Nutrition of Children and Adolescents and/or NUT625-Advanced Medical and Nutritional Therapy of Various Diseases. Similarly, another student whose discipline is in Nutrition Science may attend similar courses from the M.Sc. Program in Applied Sport Sciences, such as SPS605- Applied Exercise Physiology and/or SPS615-Applied Biochemistry of Exercise and/or SPS620-Physical Training Planning and Guidance and/or SPS625-Physical Capacity Evaluation and Exercise Prescription.</p> | |

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| | <p>Moreover, based on the Doctoral Thesis Guide, during the preparation of the Ph.D. Thesis, students are expected to contact their primary supervisor at regular intervals (face-to-face or online), so that they receive feedback on the progress of the Ph.D. work and jointly plan the next implementation stages and monitor progress. Also, students must submit parts of their dissertation to their supervisor at regular intervals according to an agreed schedule. Notably, during the write-up period of the Thesis, the Ph.D. candidate is expected to submit written reports to his/her supervisor once per academic year. Therefore, managing a solid relationship and communication between students and supervisors from the beginning is the critical potential for successful and timely fulfillment of doctoral studies (<i>please see APPENDIX III; PhD Doctoral Thesis Guide</i>).</p> <p>Moreover, this new Ph.D. program aims at a relatively small number of enrollments for each academic year in terms of better student management and increased program sustainability.</p> | |
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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 |
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| <p>4.1 A more detailed description of the career opportunities is recommended in the programme documentation (i.e., plans for the future). "They may also work as consultants or experts in various companies or organizations of private or public interest and generally undertake the provision of high- quality services in each sector and aspect of Exercise, Health and Nutrition. (p17)"</p> | <p>We would like to thank ECC for this comment. As we stated in the application, our Ph.D. graduates will acquire a solid foundation of research and teaching skills in the field of Exercise, Nutrition, and Health, all of which are essential to secure a successful career in academia. However, we are well-aware that nowadays only a limited number of Ph.D. graduates remain in academia. As such, with this Ph.D., we aspire to offer our graduates the knowledge and the skill set to pursue a thriving career beyond academia. The graduates of this Ph.D. degree can be employed as consultants and experts in various organizations of the private and public sector, including sports clubs, hospitals, rehabilitation centers, and nutritional and health clinics. It is worth noting that the global wellness economy has been growing fast for the last 5 years; valued \$4.9 trillion in 2019, this number is expected to escalate to \$7.0 trillion by 2025.</p> <p>Consequently, more and more businesses, including local and international start-ups, are revealed in the field of Exercise, Health, and Nutrition, seeking for outstanding leaders and researchers to engage with. Undoubtedly, this trend has reached the Cypriot and Greek ecosystem, stressing the need to educate experts in the field of Exercise, Health and Nutrition. We are confident that our graduates will gain the appropriate training to be employed in these companies and perhaps build their own.</p> | <p>Choose an item.</p> |
| <p>4.2 The EEC recommends that the Department/School makes every effort to maintain contact with its PhD graduates, as a means of understanding career destinations and providing "future career role models" for other students on the programme.</p> | <p>We thank the ECC for the recommendation to maintain connection with the Ph.D. graduates. As program, we understand the importance of keeping connections with our graduates, especially those who will follow careers outside academia.</p> <p>It's worth mentioning that a University and Department, we already have a framework for alumni engagement to strengthen and capitalise our strong alumni network. In particular, under the umbrella of the University's Career Centre, the Department engages with its alumni on a number of grounds, as follows:</p> <ol style="list-style-type: none"> i. Through the CSM platform used by 38 companies which are led by EUC Alumni and multiple international companies. The CSM Career platform empowers Alumni, years after graduation to source Career Development | <p>Choose an item.</p> |

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| | <p>opportunities and remain informed about upskilling and retraining events.</p> <ul style="list-style-type: none"> ii. A monthly Career Newsletter promoting events, current issues and vacancies is distributed. The Newsletter is send to 23,780 students and Alumni. iii. Though a dedicated website for our Alumni (https://alumni.euc.ac.cy/), where Alumni may obtain information on numerous actions, activities and initiatives. To further enhance the value of the EUC Alumni website, the website is currently being re-engineered to address more effectively the needs of its Alumni and it will incorporate an Alumni Business directory as well. Through the said website, the Alumni Association has a strong presence on Social Media, as well. iv. Connected with alumni through LinkedIn, whereby through the platform, alumni is informed about the Career Center's services and is also encouraged to consider recruiting among peers. In doing so, the Career services promote interconnectivity among graduates as well. v. The Career Center is currently extending its efforts through creating Alumni Chapters in other countries. To date it has mobilized a Greek Alumni Chapter. In doing so, more alumni can interconnect and use the existing structures and opportunities, but even more importantly extend the Career Center's international identity. A more externally focused Alumni approach policy helps the engagement of more International Alumni stakeholders. vi. Presenting on an annual basis the Career Center Services and platforms through the Alumni LLLP (Annual Alumni Life Long Learning Program), essentially acting as a reminder to alumni throughout the world to use the Career Services platforms for their recruiting needs vii. Under the Life Long Learning Program, various seminars/webinars, on a plethora of topics, from business-related to social issues are delivered, to further strengthen alumni relations. <p>These efforts maintain an open communication channel with our alumni, enable the constant provision of valued information/activities to alumni and enhance their bonds and base for mutually-beneficial collaboration.</p> | |
| <p>4.3 The 10 credit modules (LFS700, LFS710 and</p> | <p>We want to thank the ECC for this comment.</p> | <p>Choose an item.</p> |

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| <p>EHN700) need to account for the different origin and backgrounds of PhD candidates. For students with sufficient expertise in these topics, could alternative modules be offered by collaboration with other PhD programmes within the EUC?</p> | <p>As a department, we have decided to offer research-based courses in the proposed Ph.D. program. We believe that Ph.D. programs should provide students with the most research experience. Indeed, integrating research-based courses into the curriculum and using other learning strategies benefit students with various academic and professional skills. These benefits include fostering critical thinking and analytical skills, expanding knowledge and understanding of a chosen field, and clearly defining academic and professional interests. Thus, the courses LFS710 - Advanced Research Methodology and LFS720 - Advanced Methods in Biostatistics which are related across all our Ph.D. programs, are fundamentals. These courses were specially designed for Ph.D. students. Thus, we believe that even when a student with sufficient expertise in these topics (e.g. from a masters diploma) should have these advanced PhD-level modules. In addition, a directive from CY.Q.A.A. states that all Ph.D. programs in Cyprus should include research modules in their curriculum.</p> <p>The third compulsory course in this program (EHN700 - Advanced Research Topics in Exercise and Nutrition Science) was designed considering the students' different origins and backgrounds and has a robust research-based multidisciplinary approach to exercise, health, and nutrition. In this specific course, all the faculty involved in the proposed program will present various trending issues in exercise, health, and nutrition. Crucial for this module will be the interaction and cooperation between the students from sports science-oriented and nutritional sciences-oriented degrees. During this course, students will have to solve trending issues related to exercise health and nutrition that demands cooperation between nutritionists and sports scientists. For example, students will have group assignments with thematology, such as nutritional approaches during high-load training periods or nutritional intake after muscle damage. It's worth mentioning that the nutrition/dietetics undergraduate program of studies curricula include sports science modules and vice versa. Thus, students have at least a basic level of knowledge regarding exercise and nutrition.</p> <p>In addition, to further secure that the learning outcomes of the course EHN700 - Advanced Research Topics in Exercise and Nutrition Science are achieved, we will offer enrichment master courses to our candidates when the supervisory committee decides that is necessary. For example, the supervisory committee might ask a sports science-oriented applicant who did</p> | |
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| | <p>not have any nutrition courses in his/her postgraduate studies to take enrichment master courses to enhance his/her knowledge of nutritional issues. These courses are offered free, and the student has no financial burden. Furthermore, students, additionally to their compulsory courses, can ask their supervisory committee to undertake an enrichment master's course at our University to expand their knowledge in other areas. Also, applicants who did not have a Bachelor's and a Master's degree in Exercise and Sports Science or Nutrition and Dietetics Science but have a Health or Life Sciences-related background (e.g., medicine, physiotherapy, biology, biomedical sciences, etc.) will have to take specified postgraduate courses and pass specified requirements appraisals before admission.</p> | |
| <p>4.4 It is important to have a good balance of PhD projects in the different domains of physical activity (sport, structured exercise and physical activity for health) to meet the needs of prospective students with different career aspirations.</p> | <p>We would like to thank ECC for this particular comment, as it allows us to further expand on our well-designed course outline and the personnel involved in this Ph.D.</p> <p>We agree that our Ph.D. students should be encouraged to pursue projects across different domains of physical activity according to their research and career interests. As we said above the module EHN720 – Advanced Research Topics in Exercise, Health and Nutrition was designed considering the students' different origins and backgrounds. The candidates will have the opportunity to learn from experts the cutting-edge research in various domains of exercise, from elite sports performance to physical activity towards health and nutrition. Indeed, personnel from different research backgrounds are actively involved in this Ph.D. degree.</p> <p>In the particular exercise field, three faculty members, Dr. Theodorou, Dr. Panayiotou and Dr. Tryfonos, with different research expertise each, are engaged in the teaching and supervising students in this Ph.D. course. Dr. Panayiotou's expertise heavily lies in sports performance, and he is collaborating with Cyprus first division football teams, elite boxers, elite swimmers, and rowers. In addition, Dr. Theodorou has a strong research record in the field of sports nutrition and is working with sports supplements towards sports performance and health. Dr. Tryfonos' research has mainly focused on physical activity and health, conducting studies in healthy and clinical populations. Therefore, we firmly believe that our Ph.D. students will have adequate scientific support to pursue studies on a vast spectrum of exercise, from elite sports to clinical populations.</p> | <p>Choose an item.</p> |

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| <p>4.5 Planned/delineated approach to clarify the student opportunities within the health sector on this programme (i.e., hospital work experience). Please add more information that allows students to be clear about work/research opportunities in the health field.</p> | <p>European University Cyprus has a reputation for high graduate employability. A part of this success lies in work experience. Almost all the degrees offered at EUC, both at undergraduate and postgraduate levels, include mandatory work experience as paid and/or unpaid internships. Even in cases where work experience is unpaid, a strong record of students appeared to continue with paid work at the host organizations, which further supports the importance of work experience opportunities in our degrees. In particular, to work experience in the health sector, our students of B.Sc. in Physical Education and Sport Science, B.Sc. in Nutrition, and M.Sc. in Clinical Nutrition have the opportunity to choose to conduct their work experience in a hospital setting. 'Argaggelos Michael' Nursing Home, 'Christos Stelios Ioannou' Foundation, 'Melathron Agoniston EOKA' Nursery Home, Aretaieion Hospital, St Rafael Hospital are examples of that. These collaborations are extended to the Ph.D. level as well; thus, our students will have the opportunity to conduct internships and/or studies in a hospital setting according to their research interests. It is worth noting that the Larnaca General Hospital and German Oncology Center serve as the EUC Hospitals, where medical students currently undertake clinical training.</p> <p>Our priority is to expand this collaboration to a Ph.D. level to facilitate hospital work experience and research in the field of Exercise, Health, and Nutrition. The German Oncology Centre has recently expanded its facilities and offers a multidisciplinary approach of treatment and support to patients, including nutrition and exercise-based rehabilitation. This is the perfect match for our Ph.D. students. Indeed, EUC has a strategic plan to extend those collaborations to further students' cohorts, including other undergraduates' and postgraduates' courses (B.Sc. in Radiology, B.Sc. in Physical therapy, M.Sc. in Applied Nutrition and Dietetics, Ph.D. Exercise, Health, and Nutrition, etc.). Lastly, the Department of Life Science is closely allied with the School of Medicine at EUC. We have joined forces on multiple projects (i.e. EXICAN; Exercise is Paediatric Cancer). This project represents another excellent opportunity for our Ph.D. students to gain experience working with hospital clinical populations.</p> | <p>Choose an item.</p> |
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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 |
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| <p>5.1 The EEC would like to see further clarification regarding the use of laboratories belonging other departments. A case in point is the radiodiagnostics laboratory, which includes DEXA for measuring body composition parameters (e.g. body fat, lean body mass, bone mineral density). Access to this and other laboratories would be very valuable for future PhD projects within this programme.</p> | <p>We thank the EEC for this observation. We want to clarify that our University's policy is that all its laboratories and equipment are available for all the faculty independently of the Department they are operating. Thus, the DEXA device is fully accessible for use in any project of the proposed Ph.D. program. This device is in the Laboratory of Radiology under the Radiologic Technology and Radiotherapy program of studies in our School. Beyond this DEXA device, we have access to our affiliated hospitals, Nicosia General Hospital and German Oncology Center, with even more advanced equipment for body composition imaging. Overall, we believe that our existing equipment for measuring body composition parameters is adequate.</p> | <p>Choose an item.</p> |

6. Additional for doctoral programmes (ALL ESG)

| Areas of improvement and recommendations by EEC. | Actions Taken by the Institution | For official use Only |
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| <p>6.1 Consideration should be given towards linking dissertation projects not only to the research expertise of the supervisors, but also to the professional practice of the students. In this way students learn not only to do academic research, but to also apply their research to their area of professional practice.</p> | <p>We fully agree with the ECC's suggestion that dissertation projects should not only follow supervisors' expertise but have robust connections to the students' profession and professional practice. To this end, during their Ph.D. proposal preparation stage, candidates can suggest to the supervisory committee to include elements connected with their professional practice in their research project.</p> <p>Furthermore, candidates may indicate a topic they intend to study along with their application. The proposed topic by the applicant is preliminarily approved during the candidate's interview. If the topic is outside the expertise of the faculty involved in the present program, a colleague from a different department who may have this expertise may take over the Ph.D. supervision alongside Department faculty.</p> <p>Even in the case that there is no faculty within the EUC to take over a specific topic, the particular case can be allocated to a collaborating faculty member from a third institution, together with a faculty member of EUC (co-supervision). Therefore, we believe that candidates have the opportunity to customize their projects to their area of professional practice.</p> | <p>Choose an item.</p> |
| <p>6.2 The EEC recommends that guidance be provided on the maximum number of PhD students to be permitted for academic staff to ensure that there is equality of opportunity, in terms of PhD supervision, and that academic staff do not become overloaded with PhD supervision responsibilities.</p> | <p>We agree with the EEC's observation since we are already aware of this. It's our School's policy not to allow more than 5 PhD supervisions per faculty. It's worth noting that based on our expectations regarding the enrolment in the proposed Ph.D. program, we don't anticipate to have more than 2-3 Ph.D. main supervisions per faculty.</p> | <p>Choose an item.</p> |
| <p>6.3 The EEC recommends that a programme of PhD supervisor training be implemented for all staff so that they are kept up-to-date with local policy regarding PhD supervision (e.g. PhD progression policy, frequency and documentation of supervisory meetings, bioethical considerations,</p> | <p>At European University Cyprus, we consider academic staff professional development not to be an optional or occasional activity. We believe that regular participation in professional development activities should be an expectation for all. We consider that professional development and learning promote continuous, career-long growth based upon not only the trial and error of experience but also theory, research, and professional collaboration with colleagues. The understanding of instructional concepts and teaching processes can be expanded</p> | <p>Choose an item.</p> |

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| <p>funding support for projects, etc.) and this training be repeated at regular cycles (e.g. every 3 years). This will also help to ensure that there is consistency of PhD supervision "practice" across the Department and School.</p> | <p>and deepened via professional development. It is an action, process, and way of thinking and as such it constitutes serious, complex intellectual work. It thus requires regular reflection and exposure to new ideas and information that are inherently a part of good professional development activities. It is not, however, remedial or something only for those having problems, but should be an integral part of all academic staff's efforts to become more effective in teaching and research. Further, any professional development activities connect instructors across disciplines and career stages, serving to create a pedagogical community within the University. Professional development provides opportunities to learn about learning, about teaching, about research, about students, and about themselves. EUC has therefore established three (3) academic staff professional development schemes organized, offered, evaluated, and revised by the Office of the Vice Rector of Academic Affairs.</p> <p>For all the reasons above, the University through its faculty Development Program (offered by the CIQA faculty Development Standing Committee) organizes and delivers various seminars on a semester basis on issues pertaining to teaching, and learning, and research in higher education which emerge through feedback and needs identified by academic staff, as well as in the context of current needs and developments such as those brought by the pandemic. Seminars provided during the current academic year have aimed to support staff both in their teaching, particularly in the extreme circumstances brought by the current pandemic, as well as their research through the offering of various seminars on teaching and learning in online environments as well as on research ethics.</p> <p>In addition, following a recent decision by the University's Quality Assurance Committee and the University Rectorate (17.2.2021) in an effort to better address more program- and discipline specific needs in the various scientific fields, Schools and Departments are to organize and offer a semester basis in-house professional development seminars catered to their needs to support the creation of a learning and research community within their Departments and Schools through the exchange of best practices, as well as recent scientific developments in their respective fields.</p> <p>Additionally, the Office of the Vice Rector of Research and External Affairs organized several seminars or</p> | |
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| | <p>events on research ethics and opportunities for securing funding. Also, the national Research and Innovation Foundation, is regularly organizing seminars regarding trending topics in research, proposal preparations and technical workshops for proposal writing. Our faculty is aware of these events through the Vice Rector of Research and External Affairs and consistently participates in these actions.</p> <p>Thus, following the ECC suggestion -starting from the next academic year (1/9/22)- we will enhance the areas of our Staff Professional Development covering those sections regarding Ph.D. supervision.</p> | |
| <p>6.4 Informative comparisons about other PhD programs at EUC within the document would facilitate an understanding of the differences and synergies to aid integration.</p> | <p>As we said in section 2.3, in the School of Sciences, we have the Ph.D. programs' Physiotherapy', 'Public Health', 'Nursing', 'Cancer Biology and Clinical Oncology', 'Computer Science', and 'Occupational Safety and Health.'</p> <p>More information regarding these programs can be found on the following links.</p> <p>Physiotherapy https://euc.ac.cy/en/programs/doctorate-physiotherapy/</p> <p>Public Health https://euc.ac.cy/en/programs/doctorate-public-health/</p> <p>Nursing https://euc.ac.cy/en/programs/doctorate-nursing/</p> <p>Computer Science https://euc.ac.cy/en/programs/doctorate-computer-science/</p> <p>Occupational Safety and Health https://euc.ac.cy/en/programs/doctorate-occupational-safety-and-health/</p> <p>In these Ph.D. programs, close coordination and cooperation exist between the supervisory teams. In the Ph.D. programs, members of the supervisory team could be faculty from other Schools of the University as well. Indeed, we prefer the supervisory team members to be from relevant areas but different Departments.</p> <p>Furthermore, the Ph.D. coordinators have regular meetings at least bi-monthly in order to exchange experiences and coordinate. The Dean of the School is responsible for facilitating the meetings and coordinating other Ph.D. related issues across the Departments. The coordinators of the Ph.D. programs also organize seminars in areas directly related to the students' needs during their doctoral studies. For example, seminars are tailored and offered to our doctoral students regarding scientific writing, research</p> | <p>Choose an item.</p> |

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| | <p>proposal preparation, health and life sciences bioethics, enhanced research publication rate, and contents.</p> <p>In addition, this new Ph.D. program will offer bimonthly interdisciplinary seminars highlighting research synergies between different departments' staff and fostering interdisciplinary supervisory teams' development.</p> | |
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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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| Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. |
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v. Conclusions and final remarks

| Conclusions and final remarks by EEC | Actions Taken by the Institution | For official use Only |
|---|--|--------------------------|
| <p>1. There should be an effort to clearly define the competitive advantage of the program. Aim to fully capitalise on the interdisciplinary nature of the programme (exercise, health and nutrition) in any marketing materials to distinguish it from the competition. Topics for research projects should emphasise the interaction between exercise (in its different forms, i.e. sport, structured exercise, physical activity for health), nutrition and health.</p> | <p>We welcome the ECC recommendation.</p> <p>Regarding the program's marketing promotion, we have revised the program's description, emphasizing the interdisciplinary approach we support in the proposed Ph.D.</p> <p>As for the interaction between exercise (in its different forms), health, and nutrition, the academic staff of this program, has a wide range of research expertise and synergies in exercise, health, and nutrition. These synergies and cooperation with the industry are expected to be enhanced through the initiation of the proposed Ph.D.</p> <p>We have addressed in detail these comments in sections 1.1 and 1.2 (pages 3-5)</p> | <p>Choose an item.</p> |
| <p>2. Some level of funding (either internal or external) will be needed to support the research costs of projects (as a minimum). This is particularly the case for projects with a biochemical/biomedical focus, where a budget for the analysis of biological samples will be vital. Expanding collaborations with industrial partners is recommended. Industrial collaborations could also provide a route to employment for PhD graduates. In addition, the Cyprus Research Promotion Foundation is an important source of funding for research and may provide a route to PhD scholarship funding in the future. Building stronger links with industry may help this endeavour.</p> | <p>We fully agree with the ECC suggestion.</p> <p>Currently, we cover most of our research expenses for consumables internally through the annual Departmental budget. In addition, extra revenue to cover our research expenses derives from the paid services we provide at our Laboratory of Exercise Health and Nutrition. We continuously expand our existing collaborations and build stronger links with the industry. Indeed we are currently intensifying our attempts to secure funding from the subsequent RIF calls. We have addressed in detail these comments in Section 1.3. 1.4 and 1.5 (pages 5-7).</p> | <p>Choose an item.</p> |
| <p>3. Capitalize on the ERASMUS Charter to provide PhD students with the opportunity to spend time in another laboratory overseas. This</p> | <p>Indeed we recognized the importance of spending time in a laboratory abroad. To this end, we will increase our attempts to make students understand the need for this action and spend some time in a laboratory overseas through the Erasmus. It's worth noting that EUC has all the mechanisms to support and promote Doctoral</p> | <p>Choose an item.</p> |

| | | |
|--|---|------------------------|
| <p>would bring huge added value to the PhD programme and could serve as an additional USP for the programme.</p> | <p>Mobility for Traineeships. We have addressed these comments in section 2.1 (pages 11-12).</p> | |
| <p>4. A programme of regular interdisciplinary seminars (e.g. monthly/bimonthly) would be particularly beneficial for this new programme, in terms of helping to highlight research synergies amongst staff from different Departments and thereby fostering the development of new interdisciplinary PhD supervisory teams.</p> | <p>We fully agree with the ECC suggestion. This new Ph.D. program will offer bimonthly interdisciplinary seminars highlighting research synergies between different departments' staff and fostering interdisciplinary supervisory teams' development. We have addressed these comments in section 3.5 (pages 17-18).</p> | <p>Choose an item.</p> |
| <p>5. The obesity pandemic, and particularly the issue of child obesity, was cited as an important reason underpinning the need for this new programme and it is felt that projects in this and related areas (e.g. type 2 diabetes mellitus) would be important for ensuring alignment with national public health priorities. Access to the DEXA facilities could be particularly valuable for research projects within this domain.</p> | <p>We fully align with the ECC suggestions. Most of our faculty has already participated in previous research projects in relevant areas, including childhood obesity, type 2 diabetes, and other clinical and public health nutrition topics. Through the new Ph.D. projects fulfilling public health priorities mainly through implementing Exercise and Nutrition will be developed. Notably, the comprehensive research expertise of our academic staff will strongly support this initiative. We have addressed this comment in section 3.6 (page 18). The DEXA device is fully accessible for any project of the proposed Ph.D. program. This device is in the Laboratory of Radiology under the Radiologic Technology and Radiotherapy program of studies in our School. Beyond this DEXA device, we have access to our affiliated hospitals, with even more advanced equipment for body composition imaging. We have addressed this comment in section 5.1 (page 27).</p> | <p>Choose an item.</p> |
| <p>6. The EEC recommends that a programme of PhD supervisor training be implemented for all staff so that they are kept up-to-date with local policy regarding PhD supervision (e.g. PhD progression policy, frequency and documentation of supervisory meetings, bioethical considerations, funding support for projects, etc.) and this training be repeated at regular cycles (e.g.</p> | <p>We fully agree with the ECC suggestion. Starting from the next academic year (1/9/22), we will enhance the areas of our Staff Professional Development, covering those sections regarding Ph.D. supervision. We have addressed this suggestion in section 6.3 (pages 28- 30).</p> | |

| | | |
|---|--|--|
| <p>every 3 years). This will also help to ensure that there is consistency of PhD supervision "practice" across the Department and School.</p> | | |
| <p>7. As there was no student representative on the ECC, we would recommend that this document is circulated to an appropriate student representative for their appraisal and comments prior to submission.</p> | <p>This suggestion is addressed to the CY.Q.A.A.</p> | |

We sincerely thank the EEC for the positive feedback and its constructive recommendations. As described in the previous sections of the report, we focused on addressing each of the EEC's recommendations.

Moreover, we would like to say that we found the EEC's candid discussions a constructive learning process. We all believe this review was a positive experience, and we were provided with critical input on moving forward effectively. We have thoroughly reviewed the findings, strengths, and areas of improvement indicated by the EEC following its review and attempted to respond to each item precisely and succinctly. By embracing the EEC's comments and suggestions, we are convinced that our program will effectively ensure its students' learning outcomes.

In closing, we are grateful to the EEC for their candid discussions and the insightful comments and suggestions for our program.



vi. Higher Education Institution academic representatives

| <i>Name</i> | <i>Position</i> | <i>Signature</i> |
|-----------------------------------|--|------------------|
| Dr. Stavri Chrysostomou | Programme Coordinator | |
| Dr. Anastasios Theodorou | Programme Coordinator and Chairperson of the Department of Life Sciences | |
| Dr. Panagiotis Papageorgis | Dean, School of Sciences | |

Date: 5/7/2022



PhD scholarships award scheme

Vice Rector for Research and External Affairs

15 June 2015

APPENDIX I

1. Introduction

The purpose of this document is to describe a scheme for the annual award of a number of PhD scholarships at European University Cyprus. The general aim of the scheme is to reward faculty members who have been able to demonstrate an excellent recent research record. This is usually measured in terms of high impact publications, coordination or participation in research projects etc. The scholarships are awarded to faculty members who fulfill the selection criteria of the scheme and who have a suitable PhD candidate in their field.

2. Eligibility for the awards

All full-time faculty members of the University who have the rank of Assistant Professor or higher are eligible to apply for the award provided they have not been awarded a PhD scholarship as a Principal Investigator (PI) in the past three years.

3. Terms of the awards

The PhD scholarships will be awarded to the most promising candidates of any nationality. They cover the tuition fees of the PhD students for the duration of their studies.

4. 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 should be submitted electronically to the office of the Vice Rector. The proposal should have a principal investigator (PI) and may include a co-investigator (Co-I). Each faculty member can submit only one proposal as a PI but can be a Co-I on any number of proposals.

5. Selection criteria for the awards

The selection process for the awards is very simple but nevertheless ensures that the fundamental aim of the scheme, which is the reward of research excellence, is met.

The proposals submitted by faculty members of all Departments except those from the Departments of Law and Arts will be ranked according to the points calculated with the points accumulation system described in Appendix A. In the cases of proposals which have a Co-I, the sum of the points accumulated by the PI and the Co-I will be counted. Only points accumulated in the past five years will be considered. The awards will be made to the PIs of the proposals which are the most highly ranked.

The Office of the Vice Rector will ensure that when the scheme is fully developed and operational about 10% of the awards will be made to faculty members from the Department of Law and 10% to faculty members from the Department of Arts. For these two Departments faculty members will be ranked according to the average grade they received in the research category in their performance evaluation in the last five years.

6. Announcement of the awards and selection of PhD candidates

The announcement of the awards is expected to be made by the Office of the Vice Rector for Research and External Affairs one month after the deadline for submission of proposals. The PIs of the successful proposals are then expected to offer the scholarship to the most promising PhD candidate in their field. If no suitable candidate for the position is found within two weeks the award is revoked and is made to the next proposal on the ranking list.

APPENDIX I

Appendix A

Point calculation system

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

| | |
|---|-----------------------|
| Scopus document in the past 5 years | 30 points |
| Scopus citations to documents published in the past 5 years | 2 points per citation |
| Submitted research proposals PI/EUC PI/EUC Researcher – National* | 30/10/5 points |
| Submitted research proposal PI/EUC PI/EUC Researcher – EU* | 60/20/10 points |

* The points awarded for proposals are proportional to their grade.

Example: A Faculty member published 3 Scopus papers in the past 5 years which have 10, 1, 3 Scopus citations respectively. He/she submitted one national proposal as a PI and got a grade of 7/10. What are his/her total points?

The total points are calculated as follows:

Papers: $3 \times 30 = 90 \text{pts}$

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

Proposals: $7/10 \times 30 = 21 \text{pts}$

Total points $90+28+21=139 \text{pts}$



**Policy for the award of scholarships to PhD students for
publishing a Scopus paper**

Vice Rector of Research and External Affairs

October 2019

APPENDIX II

Introduction

European University Cyprus awards scholarships to PhD students who have presented a paper to a Scopus Conference or published a paper in a Journal indexed by Scopus. These conferences and journals can be found at the Scopus website <https://www.scopus.com/sources>. The scholarships are in the form of a tuition fee exemption. The policy is implemented by the Office of the Vice Rector of Research & External Affairs.

Rules for the awards

The following rules will apply for the awards:

1. Each PhD student is entitled to only one award during his or her studies.
2. Students that receive this award should be in good standing and proceed normally with their PhD studies.
3. The scholarship will be paid as a tuition exemption of 500 euros, for one of the semesters after the acceptance of a publication or the presentation of the paper at a conference.
4. The PhD student must be the first, but not necessarily the only author, of the paper.
5. The application for the scholarship must be submitted within a year of the acceptance of the paper (this applies to both conference and journal papers). The scholarship cannot be awarded to students with other scholarships or awards from the University.
6. All applications will be reviewed and approved twice a year by the Senate Research Committee.
7. For the award of the scholarship for a conference paper students need to submit
 - a. The application form given in the Appendix
 - b. Proof of official acceptance of the paper in the conference
 - c. Proof of registration at the conference
 - d. Final paper as it appears in the proceedings
 - e. Proof that the conference is in Scopus from the Scopus official website

APPENDIX II

8. For the award of the scholarship for a journal paper students need to submit
 - a. The application form given in the Appendix
 - b. Proof of official acceptance of the paper in the journal
 - c. Final proofs of the paper from the publisher
 - d. Proof that the journal is in Scopus from the Scopus official website

Implementation

All applications for the scholarships and supporting material should be submitted to the Office of the Vice Rector of Research & External Affairs electronically using the application form provided by the Office and given in the Appendix. The applications will be reviewed by the Senate Research Committee once in each semester. The deadlines for submissions are 30th June and 31st December. Following a positive recommendation by the Senate Research Committee, the Office of the Rector then proceeds to make the award.

Appendix



Application for the award of a PhD scholarship for publishing a Scopus paper

Name

Reg. Number

PhD program

Details of the publication

| | |
|---------------------------|--|
| Author(s) | |
| Title | |
| Year | |
| Conference/Journal | |

Signature **Date**



School of Sciences

Department of Life Sciences

Ph.D. DISSERTATION GUIDE

‘Exercise, Health and Nutrition’

1st edition

Nicosia, November 2021

1. Introduction

This guide explains the regulations of the European University Cyprus for doctoral studies, as they are approved by the Senate of the University and appear in its statute.

In detail, the current guide describes the process of choosing a PhD topic by the students, as well as the requirements for the structure, content, and other specific methodological instructions for writing their PhD dissertation. The Guide also includes the process, preparation, submission, examination, and evaluation of the PhD dissertation.

Information that is not explicitly covered by this guide regarding the preparation of PhD dissertations as well as any problems that may arise during the preparation of the dissertation, will be resolved by the supervisor in collaboration with the programme coordinators.

The continuous collaboration of the student and the supervisor is necessary and essential, and the students must strictly follow their responsibilities. The preparation of the PhD thesis is a completely interactive process between the student and the supervisor throughout its preparation, in the sense that there is continuous and progressive feedback on the progress of the doctoral work by the supervisor.

Students should carefully study the current Guide from the beginning of their PhD studies, to avoid any mistakes, omissions and delays.

The academic staff guides and facilitates the continuous collaboration with the students for the completion of the PhD thesis in the anticipated timeframe.

2. Objective of the Departmental Ph.D Program in ‘Exercise, Health and Nutrition’

The objective of the Program leading to the PhD Degree is to train candidates to be scholars and researchers in areas related to Exercise, Health and Nutrition, so that they can provide effective Exercise, Health and Nutrition service or scholarly support at a national and/or an international level.

3. Content and Organization of the Program in ‘Exercise, Health and Nutrition’

The Departmental PhD Program in Exercise, Health and Nutrition comprises coursework, examinations and active independent research work under supervision. More specifically, the PhD program in Exercise, Health and Nutrition includes:

3i. Selection and registration of a doctoral thesis

Choice of doctoral thesis topic

Candidates state, along with the application for expression of interest and the topic they intend to study. The proposed topic is preliminarily approved during the interview of the candidate. The final assignment of a topic will take place only in

APPENDIX III

case there is interest in supervising by a member of the academic staff of the European University Cyprus (EUC) or a collaborating faculty member from a third institution, together with a faculty member of EUC (co-supervision). In case the candidate agrees for supervision with a faculty member, this must be communicated to the coordinators of the PhD programme during the process of evaluation of the candidate's application.

Change of doctoral thesis topic

Once the topic of the PhD project has been established, no modification is allowed without a previously substantiated request to the program coordinators, who must inform PhD Exercise, Health and Nutrition Committee, which will approve the change, in the presence of serious reasons. Applications for modification of topics are accepted by students only before the assessment of their research protocol and the change has to be with the consent of both the student and primary supervisor.

Minor changes in the objectives or methodology of the research work, which do not substantially change the topic under investigation, do not require approval by the PhD Committee, but such changes should always be made with the consent of both the student and the supervisor.

3ii. Specialized Courses (30 ECTS) *(brief description of courses in Appendix I)*

The PhD in Exercise, Health and Nutrition programme, includes the following taught courses:

- : Advanced Research Methods
- : Advanced Methods in Biostatistics
- : Advanced Research Topics in Exercise, Health and Nutrition

The specialized courses of the PhD Programme provide scientific, theoretical and methodological training.

3iii. Comprehensive Qualifying Examination (10 ECTS)

The student is expected to take the mandatory Comprehensive Qualifying Examination after completing all coursework required for the PhD. program. The Qualifying Examination evaluates the ability of the student to work on a theoretical framework, to propose solutions to research and theoretical issues related to the area of specialization, and to access the skills aimed at by the various courses for students to develop and advance to the Thesis/Dissertation stage of the Program.

Upon registration to the Comprehensive Qualifying Examination, the student works with their supervisor with the aim of further delving into the field in which they conduct their PhD Thesis. It is expected that the student will submit to their supervisor a first draft of the theoretical framework of their PhD thesis, of a minimum length of 8,000 words. Sitting the Comprehensive Qualifying Examination requires the prior complete submission of this part of the work.

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The Comprehensive Qualifying Examination is held twice a year, once during January/February and once during June/July, if there are PhD students that have applied for the examination. Each student has the right to choose the period that he/she wishes to sit the Examination, after informing the PhD Program coordinators until the 10th of December if he/she wants to sit the Examination on January/February and the 10th of May if he/she wants to sit the Examination on June/July. Regarding the above, the student needs to send a written notification to the Department Council.

In all cases, students are required to take both stages of the Comprehensive Examination in the same examination period.

The Comprehensive Qualifying Examination includes the following:

- Advanced Research Methods, Advanced Methods in Biostatistics
- Applied Topics in Exercise, Health and Nutrition (on the student's PhD. Dissertation focus)

The Comprehensive Qualifying Examination has two stages:

- The **first stage** is a written examination based on the topics noted in the first part above (Research Methods, Biostatistics) and can be either carried out as a 3-hour exam at the University's premises or as a written essay through the online platform of the European University Cyprus, or at home (in the last two cases the student submits the essay together with a declaration-see Appendix II). The decision regarding the form of the Examination is taken exclusively by the examiners, after the necessary communication with the PhD Program Coordinator. The topics of the examination are prepared by the faculty in charge of the three taught courses of the PhD Program.
- The **second stage** is an oral individual examination with a duration of 30 minutes (including questions by the evaluation committee) on the research proposal of the student's PhD project. This examination is held by a 3-member *ad hoc* committee that consists of the Supervisor, the PhD Coordinator and the Full-Time Faculty that has taught the course "Applied Research Skills and PhD Dissertation Preparation" of the PhD programme. During the oral part of the examination, the Coordinator of the Program does not have the right to vote.

The three-member *ad hoc* committee mentioned above evaluates both stages. In order to pass the Comprehensive Qualifying Examination, the student should pass all three areas of examination in the written and oral exam. Specifically, the student should obtain at least 70% in each area and at each stage (written and oral).

A student may take the Comprehensive Qualifying Examination up to two (2) times in total (either for the Qualifying Examination or for any of the two parts).

In the case that the student fails for a second time in any of the two parts of the Comprehensive Qualifying Examination, he/she must interrupt his/her studies. Written verification is issued by the Dean of the Schools for the

APPENDIX III

recognition of study up to that time. After a student's successful completion of the Comprehensive Qualifying Examination, the PhD. student receives the status of "PhD Candidate" by Department and School Council.

3iv. Preparation, Submission and Defence of the PhD Research Proposal (20 ECTS)

After completing the 3 taught courses and passing the Comprehensive Qualifying Examination, the PhD. Candidate (with approval from her/his Supervisor) may draft and submit a Thesis/Dissertation proposal.

Finalization of doctoral thesis topic

In case the PhD coordinator consider that the topic of the proposed research work (as determined by the PhD candidate at the beginning of the research proposal stage) does not meet the requirements of the programme, then they raise the issue for evaluation by the PhD Committee. If the Committee deems that the matter cannot proceed as a PhD thesis in the specific program, it informs the student and the supervisor giving them an additional 10 working days to submit a new or modified title. If after the end of the foreseen period the student has not submitted a full title and proposal the student fails the specific stage.

Appointing the "Supervisory Committee" of PhD Thesis/Dissertation

With the submission of the PhD Candidate's proposal, the PhD Interdepartmental Committee appoints the 'Supervisory Committee' for a given PhD project. This appointment is initiated by a suggestion brought forward by the Coordinators of the program, after a request has been placed by the Supervisor in collaboration with the PhD Candidate. The PhD Supervisory Committee consists of the primary Supervisor(s) (rank of Assistant Professor and above) and up to two Co-Supervisor(s) (any rank). At least one member of the 'Supervisory Committee' should have an area of specialization that has direct relevance to the student's proposed research program and/or the methodology that the Thesis will undergo. The 'Supervisory Committee' should also include at least one member with previous supervisory experience.

Changes in the PhD Supervisory Committee

After the appointment of the supervisor, he/she may not change without prior submission of a justified request to the programme coordinators, who must approve the change through the PhD Interdepartmental Committee. These changes should always be justified, so that the Committee can decide whether it is indeed appropriate to change the members of the Supervisory Committee. These changes may involve either changing the role of a member of an existing committee (e.g. a member of the supervisory team taking over the role of primary supervisor or *vice versa*), or withdrawal of a member from the supervisory team, even the primary supervisor.

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The request for change can be made at any stage of the doctoral thesis, but not after the PhD student is at the final stages of completing the writing of his/her dissertation. The change request can come from the members of the supervisory board, from the program coordinators, or from the PhD student.

Preparation and Assessment of a PhD Thesis Proposal

The proposal should consist of two chapters of the final thesis, namely the theoretical framework/background of the study and the methodology to be followed. The research methodology that will be followed should adhere to the University's Research Regulations/Policy, especially regarding Ethics. The PhD candidate presents this proposal during a meeting with the relevant PhD Supervisory Committee. The proposal is approved by the Committee, or it is referred for amendment/modification. The Committee submits the Thesis/Dissertation Proposal Approval Form (Appendix III) to both School and Department, for approval of the decision.

The PhD candidate may then continue with his/her PhD research. The PhD candidate can proceed to a Thesis/Dissertation defence, within a timeframe of six months or longer after a successful proposal defence. In the case of amendments/modifications to the Thesis/Dissertation proposal, the PhD Candidate will be requested to resubmit his/her improved proposal, at a time specified by the Committee (Appendix III).

3v. Independent research according to the approved PhD research proposal (90 ECTS)

Supervision of doctoral thesis

During the preparation of their thesis, students are expected to contact their primary supervisor at regular intervals (fact-to-face or online), so that they receive feedback on the progress of the PhD work and jointly plan the next implementation stages and monitor progress.

In the event that at any stage of the PhD conduct there is lack of the expected communication or collaboration, the supervisor reports the event to the programme coordinators and the student is invited to provide a written justification for the omission. In case this is deemed insufficient, the supervisor has the right to terminate his/her cooperation with the student, without this meaning the termination of studies for the PhD candidate (*more information in Section 3iv, sub-section "Changes in the Doctoral Dissertation Supervision Committee"*). Students have the obligation and must submit to their supervisor parts of their dissertation at regular intervals according to an agreed schedule.

Progress Report

During the write-up period of the Thesis/Dissertation, the PhD candidate is expected to submit written reports to his/her Supervisor and/or Co-Supervisor(s), once per academic year, by filling the relevant form (Appendix VII). The Supervisory Committee cooperates and meets regularly, in coordinating and assessing the 'PhD Candidates' progress.

APPENDIX III

3vi. Preparation, Submission and Public Defence of the PhD Project (30 ECTS)

General information

The Thesis/Dissertation must be an original and independent scientific work of international standard. It will be a high quality scientific and academic work in terms of formulation of the issues it addresses, precision of terminology, methodology, theory and empirical foundation, documentation and means of presentation. The Thesis/Dissertation must contribute towards developing new scientific knowledge and is to be of a standard that is appropriate for publication as part of the literature in its discipline. The length of the dissertation should not exceed 100,000 words and should not be less than 40,000 words, excluding the Bibliography Section.

A Thesis/Dissertation cannot be submitted by more than one candidate. Also, even if a piece of work may have been revised, it cannot be submitted as Thesis /Dissertation, or as part of a Thesis/Dissertation, for a PhD degree if it has already been approved or rejected by another university. The Thesis/Dissertation may be written in Greek or English language, preferably in the language that the program is taught. The structure of the PhD Thesis must follow specific criteria, which are listed in Appendix VI.

Supervisor's name as well as Supervisory committee's names will be presented on a separate page e.g., on an inside page of the dissertation (Appendix IV for Cover Page and Appendix V for Inside page).

Minimum requirements for formal evaluation of PhD Thesis by the Supervisory Committee

In addition to attending the specialized courses and seminars, that all students need to attend during their studies, at least four (4) refereed scientific conferences/seminars, in Cyprus or abroad, all related to the discipline of their research interests and/or the area of their PhD studies. Furthermore, in order to get the PhD Degree in 'Exercise, Health and Nutrition', students are required to publish a minimum of **two (2) papers** in peer-reviewed international journals of good quality and present at least **two (2) paper presentations** in conference in Cyprus and/or abroad related to their research interests and/or the topic of their PhD dissertation. In one of the two publications, the PhD candidate should appear as a first author. These criteria need to be met, prior to the Supervisory Committee receiving the final PhD dissertation for review. In cases where the per-review process takes longer than expected, the Supervisory Committee, may accept to formally evaluate a PhD dissertation, under the condition that the second paper is currently under review by a peer-reviewed Journal.

Submission of the PhD Thesis to the Supervisory Committee

On completing the Thesis/Dissertation, the Candidate submits the final copy to the Supervisor, who is responsible for evaluating the Thesis and for indicating whether it is in a state to undergo a public defence.

The PhD thesis is submitted to the Supervisor for corrections in electronic form (MS Word file) via e-mail. After the approval of the PhD thesis by the supervisor,

APPENDIX III

it should be assessed by the other members of the Supervisory Committee within **one (1) month** from its submission.

The correction of the written text of the thesis by the other members of the Supervisory Committee is done electronically and the electronic file is forwarded by the primary supervisor to the student for amendments. Thereafter, the student will have up to **three (3) weeks** to make the corrections and submit the revised thesis for approval to the Supervisor. In case of a request for major corrections, the student can receive an extension of up to **two (2) months** for the submission of the revised thesis.

If the Supervisory Committee believes that a PhD thesis may be presented at a public defense (viva), the primary supervisor requests the PhD candidate to submit the appropriate document (Appendix VIII), one copy of the thesis and three additional copies (for distribution to the PhD Examining Committee).

The Thesis/Dissertation must be submitted in an approved standard format regarding the form of the Dissertation according to the University's provisions. The University's logo, the Department and the School, the title of the dissertation, the author and the month with the corresponding year (see Appendix IV) should appear on the cover page. Only the author's name and date are on the spine of the binding. There should be a black cover page with gold letters.

Once submitted, a Thesis/ Dissertation cannot be withdrawn until a final decision has been reached as to whether it can be approved for viva. After submission, the PhD candidate can only make corrections of a formal character, and an errata sheet detailing all such corrections must be submitted four weeks before the date of the PhD viva. The public defence is to be held within **two (2) months**, at the latest, of submission of the Thesis/Dissertation.

Appointment of a PhD Adjudication Committee

Once the PhD thesis is submitted, the Supervisor, in collaboration with the PhD candidate, requests the appointment of an PhD Adjudication (Examination) Committee via the 'PhD Adjudication Committee' Appointment Form (Appendix VIII). The Supervision Committee, after reviewing the opinions of the PhD coordinator and Department, appoints a 'PhD Adjudication Committee' based on the PhD candidate's and supervisor's proposals. The PhD coordinator suggests to the Department to appoint a 'PhD Adjudication Committee' based on the PhD candidate's and supervisor's proposals.

The PhD Adjudication Committee will consist of at least three members: (i) one Faculty member within the two Departments, who has not formally assisted the student with the Thesis/Dissertation, and will serve as Chair of the Committee; (ii) one Faculty member from another University. Both (i and ii) members should have an area of specialization related to the student's proposed program of research; (iii) one Faculty member from another School/Department of the University; (iv) in the case that it is deemed necessary that the Committee should consist of more than three members (always odd number), the remaining members must also be independent and cover both the student's research field/discipline, as well as various other required fields/disciplines, such as: the research methodology. All members of the Committee should hold the minimum rank of Assistant Professor. Regardless of the above Committee composition, a Faculty member in the

APPENDIX III

position of Lecturer can participate as an 'observer'. That member may pose questions and participate in the discussion (according to paragraph 12) but cannot vote.

Public Defence (PhD viva)

The PhD dissertation should be submitted to the members of the adjudication committee, at least **three (3) weeks** prior to the public defence date.

Each member of the Adjudication Committee should be present in the PhD viva. In case of mitigating circumstances preventing the presence of the of the primary supervisor or one or both members of the Supervisory Committee, the PhD Committee of the Program must be informed in writing at least 5 days before the date of support so that a new date can be set. In case of extraordinary mitigating circumstances preventing the presence of a member of the Adjudication Committee (apart from the Chairman and the 3-member Supervisory Committee, it is possible by decision of the Chairman that the thesis is examined by the 2 remaining members.

Since the defence is open to the public, it should be widely advertised in the EUC community, at least seven working days prior to the meeting for the defence. The proceedings in the public defence are chaired by the Chair of the 'PhD Examination Committee'. The Chair gives a brief introduction. Then the 'PhD Candidate' defends his/hers Thesis/Dissertation. The process of oral presentation of the thesis (viva) is performed via Microsoft PowerPoint or other similar software. The presentation is expected to last 40 minutes. After the completion of the presentation, the Adjudication Committee examines the PhD candidate, in a process which should not exceed 40 minutes.

After this the members of the 'PhD Adjudication Committee' may address relevant questions to the Candidate. Other persons present, who wish to participate in the discussion, must give notice of this to the Chair before the expiry of the determined time limit that is announced at the start of the proceedings (by filling out a special form, Appendix XI).

After the completion of the discussion, the Chair asks the 'PhD Candidate' and all participants to exit the room, and the Interdepartmental 'PhD Adjudication Committee' has a brief discussion about its decision. The PhD Candidate's Supervisor may participate in this discussion, as well as the 'PhD Candidate', in the case that the Committee deems it necessary, in order to provide any relevant information to the 'Adjudication Committee', and then exits the room after the discussion is concluded. The 3-Member Adjudication Committee then evaluates and accepts or rejects the student's PhD thesis according to the criteria mentioned in the written evaluation form (Appendix X), also listed in the next subsection. After concluding, the Adjudication Committee announces its decision to the PhD candidate.

Procedure for the final grading of the PhD Thesis by the Examination Committee

After the public defence, the PhD Examination Committee' has to submit in three working days a detailed report through the PhD studies committee, in which it

APPENDIX III

should describe the evaluation of the PhD dissertation and its public defence. The PhD Examination Committee' confirms the academic level of the PhD thesis in relation to the respective international standards. The report also needs to assert whether the PhD dissertation can be (or not) accepted towards the PhD Degree. The report needs to provide details regarding its decision, having the following options:

- i. **Acceptance as is** (without corrections and requested amendments).
- ii. **Acceptance with minor revisions:** Recommendation to the student for minor corrections and amendments, which will be made within **two (2) weeks** and will be approved by the primary supervisor.
- iii. **Acceptance with major revisions:** Recommendation to the student for major (extensive) amendments and corrections, which will be made within a period of **one (1) month** and will be approved by the 3-member Supervisory Committee and by the Examination Committee (in case requested by the committee itself). The Examination Committee also has the right to request a second (repeating) viva of the revised PhD Thesis, at a period not earlier than **three (3) months**.
- iv. **Rejection:** The student has failed ("F": Fail). In case of "Rejection" of the PhD Thesis, a copy of the report is given to the PhD candidate as soon as possible, while he/she is expected to submit written comments to the members of the Examination Committee within **ten (10) working days** after receiving the report. These comments from the PhD candidate must be evaluated by the Examination Committee before the Department take a formal decision. If the PhD candidate has no comments, he/she should inform the School immediately. The Examination Committee may also request a new PhD viva, which will take place at least **three (3) months** after the initial support. In the event that the Examination Committee identifies major limitations in the revised PhD thesis, during the second viva, it may request from the candidate a revised written PhD dissertation within a specific time frame.

Details of any disagreement between the members of the Examination Committee should be reported. The candidate's Department Council cannot reject a unanimous Examination Committee report. If there is dissent in the Committee or if the School feels that there is reason to doubt whether the Thesis/Dissertation can be accepted or not, the Schools are to appoint two independent Professors, who are to submit independent reports within six weeks, and the Schools are to decide on the matter.

After the final version of the Thesis/Dissertation is accepted, the 'PhD Candidate' is requested to submit a copy of the Thesis/Dissertation to the European University's Library (and to all University libraries in Cyprus). Copies of the dissertation should have the appropriate form of PhD dissertation of the European University of Cyprus (e.g. only the author's name and date are written on the back. The color of the cover is black and all the entries on the cover and on the back will be marked in gold). The evaluation marksheet and the completed progress report must also be submitted within one week of the PhD viva completion.

APPENDIX III

4. Prescribed Duration of the Interdepartmental PhD Program

The Program has a minimum duration of three (3) years and maximum duration of seven (7) years with the possibility of an extension of maximum one additional year, if justified by a student's request following a suggestion by the Supervisor endorsed by the Program Committee and approved by the Department Council. The Department Council will decide whether the maximum time of study has been exceeded. If this the case, the PhD student is not permitted to defend his/her Thesis/Dissertation.

During his/her studies, the student is obliged to register in the courses and stages of the PhD program every Fall and Spring semester of each year (consecutively) since his/her initial registration to the Program.

The grade I (Incomplete) is allowed only during the Specialized Courses stage (see sub-section 3ii.):

- i. For one (1) semester and only in cases when the student needs more time to complete the requirements of each course, whilst he/she continues to work in order to fulfil them.
- ii. During the second (2nd) semester of following the same course, the student will need to complete the Incomplete Extension Form, in order to obtain extension for one more (the last) semester in order to fulfil the requirements of the course.
- iii. When the student is following the same course for a third (3rd) semester of coursing, the grade F (fail) is assigned and the student needs to register to the course again.

5. Conferment of the PhD degree

The candidate's Department Council, with mutual notification to the faculty of the other Department council, will decide whether or not it can confer the degree of Doctor of Philosophy (PhD) on the 'PhD Candidate' on the basis of the report from the 'Examination Committee'. In the case that the 'PhD Candidate' cannot be awarded the degree of Doctor of Philosophy for any reason, then she/he is issued with a written verification by the Dean of the School. The School's decision must be approved by the Senate. It should be noted that the awarded PhD title is provisional/conditional, for at least three years. A successful Candidate will then be conferred with a PhD degree at the next EUC Degree Congregation.

6. Notes:

Anything that is not foreseen in this guide, it is regulated based on the School Council's decisions.

Any School Council's decision and specific regulations need to be in harmony with the University's guidelines as appear in the University Charter.

Anything not provided for in these Regulations is 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 its Statute.

APPENDIX III

APPENDIX I

| | | | | | |
|-------------------------------|---|-----------------|------|---------------------|----|
| Course Title | Advanced Research Methodology | | | | |
| Course Code | LFS710 | | | | |
| Course Type | Compulsory | | | | |
| Level | Doctoral (3 rd cycle) | | | | |
| Year / Semester | 1 st Year/1 st Semester | | | | |
| Teacher's Name | Dr Alexandros Heraclides and Dr Konstantinos Giannakou | | | | |
| ECTS | 10 | Lectures / week | 3/14 | Laboratories / week | NA |
| Course Purpose and Objectives | <p>The purpose of this course is to provide an overview of research methods with an emphasis on their applicability to biomedical and health sciences. The main objective of the course is to provide students with a deep understanding of quantitative, qualitative, and mixed-method methodologies that can be adopted when conducting research. The key focus of the course is on principles and skills associated with core research methods, such as deriving testable research questions, formulating clear, precise and relevant research aims and objectives, designing appropriate studies, sampling and participant recruitment, data collection including intervention and observation, as well as presentation of results. In addition, students will gain skills in the design of conceptually cogent and methodologically rigorous research proposals, critically analyze research articles, as well as develop expertise in the ethical conduct of research. Course objectives will be achieved with a combination of lectures and seminars, independent research, and the review and discussion of journal articles highlighting various aspects of the design and interpretation of studies from this research field.</p> | | | | |
| Learning Outcomes | <p>Upon successful completion of this course students should be able to:</p> <ul style="list-style-type: none"> • Analyze the value of research methods within the context of health-related research • Analyze the essential steps of designing a research protocol • Evaluate the available methods of data collection • Develop a holistic understanding of selection and application of quantitative and/or qualitative methodologies that are necessary for the completion of their research proposal. • Form a research question with testable hypotheses and design a study to evaluate that research question • Examine the ethical aspects when conducting a research study • Interpret findings in research studies • Evaluate the quality of findings from research studies • Analyze the concepts of reliability, validity in both research and clinical practice, thus avoiding systematic errors • Evaluate the validity of screening and diagnostic tests | | | | |

APPENDIX III

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|----------------------|---|---------------|-----|
| | <ul style="list-style-type: none"> • Explore the appropriate sampling methods used in health-related research • Evaluate problems related to the validity of a research and provide ways to solve those problems • Examine the relevant institutional/national guidelines to obtain research ethics approval • Select available data on both published and unpublished studies for a specific and pre-determined research question • Examine the methods of conducting a systematic review and the ways to analyze the results of such studies • Demonstrate an ability to thoughtfully apply the concepts in order to design a cohesive research proposal as an assessment project | | |
| Prerequisites | N/A | Co-requisites | N/A |
| Course Content | <p>The course content is developed as follows:</p> <ul style="list-style-type: none"> • The value of research methods in health-related research • Major approaches of study design (quantitative and/or qualitative research) • Development of a research plan for quantitative and/or qualitative research. • Forming testable research questions and hypotheses • Choosing the appropriate study design to address specific research questions • Ethical aspects of conducting a research study • Methods and considerations for sampling and participants recruitment • Data collection in health-related research • Validity, reliability, sensitivity, and specificity of assessment tools • Measures of association in health-related research • Statistical significance, study validity and clinical relevance • Interpretation and evaluation of the quality of research findings • Conducting systematic reviews and meta-analyses • Designing a research protocol and preparing a research proposal | | |
| Teaching Methodology | Face to face | | |
| Bibliography | <p>Higgins JPT, Green S. Cochrane Handbook for Systematic Reviews of Interventions, 2019</p> <p>Larry Christensen, R. Burke Johnson, Lisa A. Turner, Research Methods, Design, and Analysis, 13th Edition, 2020</p> <p>Padgett DK. Qualitative and Mixed Methods in Public Health, 2010</p> <p>Saks M Allsop J. Researching Health Qualitative, Quantitative and Mixed Methods, 3rd Edition, 2019</p> <p>Picardi CA, Masick KD. Research Methods Designing and Conducting Research with a Real-World Focus, 2014</p> <p>Marder P. Michael, Research Methods for Science. Cambridge University, 2011</p> | | |

APPENDIX III

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| <p>Assessment</p> | <table border="1"> <tr> <td data-bbox="512 264 1054 327">Exams</td> <td data-bbox="1054 264 1206 327">30%</td> </tr> <tr> <td data-bbox="512 327 1054 389">Class Participation and Attendance</td> <td data-bbox="1054 327 1206 389">10%</td> </tr> <tr> <td data-bbox="512 389 1054 452">Exercises / Project</td> <td data-bbox="1054 389 1206 452">60%</td> </tr> <tr> <td data-bbox="512 452 1054 512"></td> <td data-bbox="1054 452 1206 512">100%</td> </tr> </table> | Exams | 30% | Class Participation and Attendance | 10% | Exercises / Project | 60% | | 100% |
| Exams | 30% | | | | | | | | |
| Class Participation and Attendance | 10% | | | | | | | | |
| Exercises / Project | 60% | | | | | | | | |
| | 100% | | | | | | | | |
| <p>Language</p> | <p>Greek or English</p> | | | | | | | | |

APPENDIX III

| | | | | | |
|-------------------------------|--|-----------------|------|---------------------|------|
| Course Title | Advanced Methods in Biostatistics | | | | |
| Course Code | LFS720 | | | | |
| Course Type | Compulsory | | | | |
| Level | Doctoral (3 rd cycle) | | | | |
| Year / Semester | 1 st Year/1 st Semester | | | | |
| Teacher's Name | Dr. Konstantinos Giannakou and Dr. Alexandros Heraclides | | | | |
| ECTS | 10 | Lectures / week | 2/14 | Laboratories / week | 1/14 |
| Course Purpose and Objectives | <p>The purpose of this course is to explore and integrate concepts and methods in biostatistics. The primary objective of the course is to enable students to appropriately select and apply statistical methods to analyze their own dataset and to interpret the findings of their PhD project, as well as ensure their ability to apply statistical methods appropriately in their future research endeavors. Students will be trained in the use of statistical methods in research by applying various statistical tests and statistical models. The statistical methods will be applied to various datasets, including basic science, clinical, and epidemiological, using statistical software (particularly SPSS). Course objectives are achieved through active learning and a combination of lectures, statistical practical sessions, and seminars specifically for coursework exercises, and/or the review and discussion of journal articles highlighting various aspects of the analysis and interpretation of research studies.</p> | | | | |
| Learning Outcomes | <p>Upon successful completion of this course students should be able to:</p> <ul style="list-style-type: none"> • Demonstrate expertise regarding the basic concepts of biostatistics and their applications • Appraise and explain the statistical methods used in health science • Choose and apply statistical methods for each analytical epidemiological study design and data type • Evaluate and analyze data, as well as create tables and diagrams for their presentation • Use simple and advanced statistical methods and evaluate the findings of research studies • Determine the sample size required in a research study based on the study design, sampling method, research question and hypothesis • Interpret properly the results and findings of the statistical methods • Use SPSS or/and other statistical software as tools necessary for research | | | | |

APPENDIX III

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| | <ul style="list-style-type: none"> Evaluate the statistical methods used in published research studies as well as interpret the tables and diagrams presented in these studies. | | |
| Prerequisites | N/A | Co-requisites | N/A |
| Course Content | <p>The course content is developed as follows:</p> <ul style="list-style-type: none"> Describing data with diagrams and summary measures of location and variance Estimating confidence interval for a population mean and the difference and ratio of two population parameters Parametric and non-parametric statistical test for the difference between population means/medians (e.g., one-sample t-test independent, and paired samples t-test, Wilcoxon rank test) Parametric and non-parametric tests for the comparison of two or more independent groups (e.g., one way ANOVA, two-way mixed ANOVA, Kruskal-Wallis Test) Parametric and non-parametric statistical tests for the independence of two categorical variables (e.g., chi-squared test, Fisher's exact test) Estimating the associations between two numerical variables: correlation analysis and linear regression Estimating associations with binary outcomes: Logistic regression Survival analysis: Kaplan-Meier survival curves Cox proportional hazards regression Power and sample size calculation in study designs Intraclass correlation coefficient (ICC), Cronbach's alpha and Exploratory Factor Analysis | | |
| Teaching Methodology | Face to face | | |
| Bibliography | <p>Plichta, S. and Kelvin E. Munro's Statistical Methods for Health Care Research. 6th Edition. J. B. Lippincott Company, 2013</p> <p>Xinguang, C. and Ding-Geng, C. Statistical Methods for Global Health and Epidemiology: Principal, Methods and Applications, Springer, 2020</p> <p>Field A. Discovering Statistics Using IBM SPSS Statistics. 5th Edition, Sage Publishing, 2018</p> <p>Bowers D. Medical Statistics from Scratch: An Introduction for Health Professionals. 3rd Edition. Wiley-Interscience, 2014</p> | | |
| Assessment | Exams | 30% | |
| | Class Participation and Attendance | 10% | |

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| | Exercises / Project | 60% | |
| | | 100% | |
| Language | Greek or English | | |

APPENDIX III

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|--------------------------------------|---|------------------------|------------------|----------------------------|-----|
| Course title | Advanced Research Topics in Exercise Health and Nutrition | | | | |
| Course code | EHN700 | | | | |
| Course type | Compulsory | | | | |
| Level | Doctorate (3 rd Cycle) | | | | |
| Year / Semester | 1 st Year /1 st Semester | | | | |
| Teacher's name | Stavri Chrysostomou, Irene Tzanetakou, Elena Hadjimbei, Antrea Tryfonos, Anastasios Theodorou, George Panayiotou. | | | | |
| ECTS | 10 | Lectures / week | 3 Hours/14 weeks | Laboratories / week | N/A |
| Course purpose and objectives | <p>The aim of the course is for the PhD candidate to acquire specialized research-oriented knowledge in the subject of his/her research work. The PhD candidate is expected to be able to refer to the sources that provided by the scientific bibliography and critically synthesize existing knowledge. In addition, through this course the PhD student will gain experience in the methodical preparation of the research process and address the methodological difficulties that may arise. Finally, the PhD student should become familiar with the process of measurements and generally be able to analyze, comment, criticize and support in the scientific community the drafting process of this research effort.</p> | | | | |
| Learning outcomes | <p>Upon successful completion of this course students should be able to:</p> <ul style="list-style-type: none"> • Explain research concerns for seeking new knowledge. • Acquire existing knowledge in the subject of his/her research • Identify the weaknesses of the existing knowledge in the subject of his/her research • Identify research gaps and suggest ways to address them • Analyze the quantitative and qualitative research methods, the research tools and the outcome measures that are used in his/her field of research | | | | |
| Prerequisites | None | Co-requisites | None | | |
| Course content | <p>The PhD student acquires the necessary experience that he / she may need when investigating the research area. Provide seminars by the supervisors/professors in charge of the course on specific topics of advanced Exercise and Nutrition.</p> <p>Special research topics in Nutrition Science and Health (Applied Clinical Nutrition, Applied Sport Nutrition, Applied Nutrition in the Community, Nutrition through the life circle).</p> <p>Special research topics in Exercise Science and Health. (Applied Exercise Science, Clinical Exercise Physiology, Exercise for Special Populations, Exercise for Health and Wellbeing, Exercise Adaptations and Nutritional Supplements).</p> | | | | |

APPENDIX III

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| | <p>Search and critically analyse the bibliography/arthrography related to the subject of his/her research. The PhD student must prepare a review study of a particular research topic and presents its results to the Academic community either in the form of a seminar, announcement (presentation) or publication.</p> | | |
| Teaching methodology | Face-to-face | | |
| Bibliography | <ol style="list-style-type: none"> 1. Mary Hickson, Sara Smith, Kevin Whelan. Advanced Nutrition and Dietetics in Nutrition Support. 2018. (John Wiley and Sons) ISBN:9781118993859 2. Sareen Gropper, Jack Smith, Timothy Carr. Advanced Nutrition and Human Metabolism. 8th Edition. Cengage. ISB N13: 978-0-357-44981-3 3. Judith L. Buttriss, Ailsa A. Welch, John M. Kearney , Dr. Susan A. Lanham-New. Public Health Nutrition. 2nd edition. 2017. Wiley-Blackwell, ISBN: 978-1-118-66097-3 4. American College of Sports Medicine,, et al. ACSM's Guidelines for Exercise Testing and Prescription. 10th ed.2018. Wolters Kluwer. ISBN: 9781975150181. 5. Vassilis Mougios. Exercise Biochemistry. 2nd ed. 2020. Human Kinetics. ISBN: 9781492529040 6. Larry Kenney, Jack H. Wilmore, David L. Costill. Physiology of Sport and Exercise 7th Ed. 2019. Human Kinetics. ISBN: 9781492529040 7. Gregory Haff, Charles Dumke Laboratory Manual for Exercise Physiology 2nd Ed. 2019. Human Kinetics. ISBN: 9781492536949 8. Jeukendrup, A and Gleeson, M. Sport Nutrition 3rd ed. 2019. Human Kinetics. ISBN: 9781492567288. 9. McArdle W, Katch F, and Katch V. Sports and Exercise Nutrition. 5th ed. 2019. Lippincott Williams & Wilkins. ISBN: 1975106733 10. Marie Spano, Laura Kruskall, Travis Thomas.. Nutrition for Sport, Exercise, and Health. 1st ed. 2018. Human Kinetics. ISBN: 9781450414876. | | |
| Assessment | Exams | 30% | |
| | Class Participation and Attendance | 10% | |
| | Exercises / Project | 60% | |
| | | 100% | |
| Language | Greek or English | | |



APENDIX II

Department of Life Sciences, School of Sciences

DECLARATION FORM

I _____ with Registration Number _____ having in mind the consequences of false declaration hereby declare that what is included at the Written Essay part of the Comprehensive Qualifying Examination at the Area _____ are the result of my own attempt. Therefore, they are not products of plagiarism and I have not taken the help of any other person for its completion

Signature

Date

APPENDIX III



Department of Life Sciences, School of Sciences

APPROVAL OF THE PhD PROPOSAL FORM

Name of the PhD

Candidate: _____

Registration

number: _____

Date of starting the

Program: _____

Program:

Title of the PhD Proposal:

With this document it is certified that:

A. the proposal and the research design presented are suitable for the execution of the PhD dissertation upon the agreed approval of the Supervisory Team

B. the proposal and the research design presented are suitable for the execution of the PhD dissertation, with the condition of the execution of the changes mentioned in the attached document, upon the agreed approval of the Supervisory Team

C. the proposal and the research design presented are not suitable for the execution of the PhD dissertation upon the agreed approval of the Supervisory

APPENDIX III

Team. The Team requests that the PhD Candidate will review the proposal and will resubmit it again for new evaluation.

Members of the Supervisory Team

Supervisor:

____ (SIGNATURE) (DATE) (NAME – LAST NAME)

Co-Supervisors:

____ (SIGNATURE) (DATE) (NAME – LAST NAME)

____ (SIGNATURE) (DATE) (NAME – LAST NAME)

PhD Coordinator:

____ (SIGNATURE) (DATE) (NAME – LAST NAME)

This form is delivered to the registration office of the European University of Cyprus, in order to complete the grade of the EHN720 course. A copy of the form is kept in the records of the Department / School

I hereby certify that the proposal presented online and the following apply:

- Ph.D's Coordinator was present
- It was audiotaped and it is available from

Supervisor:

____ (SIGNATURE) (DATE) (NAME – LAST NAME)

APPENDIX III

APPENDIX IV

COVER PAGE



Department of Life Sciences, School of Sciences

DOCTORATE DISSERTATION

Title:

«.....»

Name:.....

Nicosia, date.....

**APPENDIX V
INSIDE PAGE**

**EUROPEAN UNIVERSITY CYPRUS
DEPARTMENT OF LIFE SCIENCES**

**DOCTORATE PROGRAM OF STUDIES
SCHOOL OF SCIENCES –
“EXERSICE, HEALTH AND NUTRITION”**

DOCTORATE DISSERTATION

Title:

«.....»

Name and Registration number :.....

Supervisory Committee:

.....(Coordinator)

.....(Co-Coordinator)

.....(Co-Coordinator)

Nicosia, Date.....

APPENDIX VI

FINAL STRUCTURE OF THE PHD THESIS

Before final submission, students should take particular consideration to structure their PhD Thesis according to the requirements of the present guide and ensure that it is clearly written and accurate. The PhD thesis should be prepared according to the following order:

A. GENERAL GUIDELINES – PRELIMINARY PAGES

I. Front page

II. Preliminary pages

i. Title page

ii. Copyright page

The following information are written at the bottom of the page:

**© Year, Full Name and Surname
ALL RIGHTS RESERVED**

iii. Copyright transfer agreement (**see appendix ...**)

iv. Abstract

The abstract is a brief description of the Thesis and must be accurate and concise in order to reflect the purpose and content of the research, as well as the main results.

The word "ABSTRACT" of the Thesis is typed in 1½ space, Arial 11 font and full text alignment (justified). It is placed centrally at a distance of 5 (five) centimeters below the top of the page, followed by the student's name and the Thesis title. Centrally, below the title, the phrase (Under the supervision of

_____) is printed and it includes the name of the main PhD Thesis Supervisor. The abstract text should be written in 1½ line spacing and should be printed on a single page surface. The margins of the abstract must follow the relevant instructions given in this Guide. The abstract should not exceed 300 words. The abstract is structured and includes the following sections:

I. Introduction

II. Aim(s)

III. Methodology

IV. Results

V. Conclusions

The keywords (up to 6), which describe the research topic, are written at the end of the abstract.

APPENDIX III

v. Introduction (optional)

- a) Acknowledgements
- b) Dedication

vi. Table of Contents (with page numbers)

The table of contents contain all the sections of the Thesis, including the summary. It also includes the bibliography section and all the annexes of the Thesis. If the Thesis contains subsections, these should also be included in the table of contents. The titles that appear in the table of contents and refer to the individual chapters, must correspond exactly to those in the Thesis. The page numbers in the table of contents should be placed in the right margin.

vii. List of tables (with table titles and page numbers)

Each table of the Thesis is defined by an Arabic number (for example Table 1, Table 2, etc.), or is defined by two parts of an Arabic number where the first number is mentioned in the chapter where a dot follows, and then a second number that identifies its sequential position within the chapter (for example, Table 3.2. refers to the second table in the third chapter). The heading for the list of tables should be placed 2.5 cm from the top of the page, centered, and in capitals ("TABLE LIST"). The header and the first title should be separated by a blank line. The number of each table (Arabic) and its title must be placed in the left margin. The table number and its title in the list of tables should exactly match their counterparts in the main part of the Thesis.

viii. List of figures/ (with legends and page numbers)

The heading for the list of figures should be placed 2.5 cm from the top of the page, centered, and in capitals ("LIST OF FIGURES"). The instructions given above regarding the list of tables also apply to the list of figures.

III. Main Part of Thesis

i. Introduction

In the introduction, the student leads the reader to understand the topic and ends up asking the research questions. This chapter briefly describes any information from the literature related to the topic and takes a familiarizing and preparing approach to most of the clarifying information that will follow in the main part of the Thesis. At the end of the Introduction section, the research problem is presented, followed by the purpose and importance of the study, the individual objectives and the research hypotheses.

- a) Brief literature review
- b) Objectives
- c) Research and statistical hypotheses
- d) Basic requirements
- e) Limitations
- f) Definitions
- g) Abbreviations

APPENDIX III

h) Symbols

ii. Literature review

The literature review includes an extensive citation of the relevant literature. It is noted that these sources do not include the material which comes from secondary sources (books, review articles), which is usually used to present basic knowledge in the introduction. When reviewing the literature, special care should be taken to focus on the topic under investigation and to limit the inclusion of studies with more general conclusions. When analyzing the bibliographic sources, emphasis should be given to the relevant findings, the relevant methodological issues and the most important conclusions. The studies under investigation should be approached critically and any controversial conclusions should be treated fairly. At the end of each section, a critical summary of the conclusions that emerge from the primary research should be made. The main sources can also be grouped in the form of appropriate tables.

iii. Methodology

In this section the student justifies his / her methodological decisions while at the same time he / she mentions the handling of possible ethical issues that may be implicated during the implementation of his / her Thesis (permission from national bioethics committee, permission/licenses from the specific services for experimental animal usage, securing the consent of research participants etc).

This section analyzes and explains the criteria and the way of selecting the sample, the means and equipment used, the procedures and methods followed and the statistical analysis. Detailed recording enables other researchers to understand the whole experimental process, to verify the results and to reproduce them if they wish. This part may include the following sections and could also include sub-sections, if necessary:

- a) Research design
- b) Materials and Methods (setting, time, sample, tools, protocols, equipment)
- c) Data collection
- d) Statistical analysis and data management
- e) Ethical issues

iv. Results

The title is placed in the middle of the page as in the previous chapters. The results are then classified and written in a clear and understandable way. The citation of figures, graphs, summary tables, mathematical formulas, are recorded in every detail. The display of statistically differences enables the researcher to reach the required conclusions. When tables are included in the presentation of the results, the word "Table" should be aligned to the left and highlighted above the table e.g. Table 3.1, followed by the title of the table (but not highlighted). When figures or diagrams

APPENDIX III

are included there should be a subtitle below the figure aligned to the left indicating the number of the figure and its explanation (Figure legend).

v. Discussion-conclusions

This chapter examines, interprets and classifies the results and presents the main conclusions. Special emphasis is given to the theoretical impact of the results but also to the validity of the conclusions. The discussion begins by restating the main purpose of the research and the research hypotheses while clearly stating whether or not the results support the original hypotheses. It describes how the data support the answer (s) to the research question (s). Any similarities or differences between the results and other published research should be discussed to clarify and confirm the conclusions. It should demonstrate what is new and important by comparing the findings of the study with those of other researchers. The strengths and limitations of the study are presented (based on the methodology used). Suggestions are made for future research and for any practical application of the conclusions. The section closes with a clear statement (for example the implications of the research findings) and thoughts based on the answers of the research hypotheses.

IV. References

The bibliography is an integral part of the Thesis. The bibliography usually contains all the references that have been used in a single catalog. The APA (7th edition, American Psychological Association) or the NLM (2nd edition, National Library of Medicine) can be used to cite the literature.

V. Appendices

The annexes are numbered and include what is considered useful to describe but should not be included in the main part of the Thesis. For example, the appendices list types of questionnaires, software program descriptions, instructions, descriptions of complex tests, etc. In the main body of the Thesis, the corresponding references to the respective appendices should be made, where required, so that the reader can be easily guided. The annexes are always placed at the end of the Thesis. If there are more than one annexes, a number or letter (for example ANNEX A) as well as a descriptive title shall be entered as a heading. In each appendix the heading and title should be placed in the center of the page and should be listed in the table of contents. Photocopied material is acceptable in the annexes, however this material must be legible. All pages of the annexes should be numbered in Arabic numerals.

APPENDIX III

1. OTHER

1.1. COPYRIGHT PERMISSIONS

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The student and the supervisor are obliged to grant copyright permissions to the European University Cyprus for use of the PhD Dissertation University purposes, and for printing for reprinting in a non-for-profit manner. This is done through completing and signing the relevant Copyright transfer agreement form (see Appendix).

1.2. BIOETHICAL EVALUATION OF RESEARCH STUDIES

In case of Research studies (experimental studies involving human samples, clinical studies, case series, questionnaires, etc), the student and the Supervisor have to submit an application to the Ethics committee of the University (if it is active), which will provide guidance on necessary steps, including submitting the research proposal to the National Bioethics Committee. Data collection and other experimental procedures are allowed to begin only after approval is gained by the National Bioethics Committee. In addition, any experimental studies which involve the use of laboratory animals, such as mice, should obtain approval by issuing project and personal licenses from the Cyprus Veterinary Services Committee, the Cyprus national authority for monitoring animal research for all academic institutions, in accordance with the animal welfare regulations and guidelines of the Republic of Cyprus and the European Union (European Directive 2010/63/EE and Cyprus Legislation for the protection and welfare of animals, Laws 1994-2013).

1.3. PLAGIARISM

All necessary measures should be taken by the student and their supervisor to avoid plagiarism, which is a serious academic and penal offence. Plagiarism is representing the work of somebody else as one's own, without acknowledging the source. The supervisor should audit the progress of their student(s)' theses and if they detect signs of plagiarism, the student is referred to the PhD Thesis Committee which prepares a report. In this case, the student fails the Dissertation and all necessary procedures are initiated, as dictated by the University regulations.

APPENDIX VII



SCHOOL OF SCIENCES

SIX-MONTH PROGRESS REPORT OF A PhD CANDIDATE FORM

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

Semester: _____

Name of the PhD Candidate: _____

Registration Number: _____

Date of starting the
Program: _____

Program: _____

Date of meeting with the
Supervisor: _____

Thematic Area of the PhD Dissertation:

Progress carried out in the current semester

Progress Schedule of the PhD 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)

APPENDIX III

PhD Candidate:

_ (SIGNATURE) (DATE) (NAME – LAST NAME)

Supervisor:

_ (SIGNATURE) (DATE) (NAME – LAST NAME)

PhD 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. This form also is delivered to the registration office of the European University of Cyprus, in order to complete the grade of the EHN730 course. A copy of the form is kept in the records of the Department / School



SCHOOL OF SCIENCES

SUBMISSION OF DOCTORATE DISSERTATION

Name of the PhD Candidate:

Registration number:

Date of starting the Program:

Program:

Title of the PhD Dissertation:

With this document I submit my PhD Dissertation for examination (in 3 copies-soft binding)

PhD Candidate:

__ (SIGNATURE) (DATE) (NAME – LAST NAME)

Supervisor:

__ (SIGNATURE) (DATE) (NAME – LAST NAME)

This form together with the three (3) copies of the dissertation will be submitted to the PhD Committee with notification to the Administrative Officer of the School.



**REQUEST FOR THE APPOINTMENT OF THE PhD EXAMINATION
COMMITTEE FORM**

Name of the PhD Candidate:

Registration number:

Date of starting the Program:

Program:

Title of the PhD Dissertation:

The PhD Dissertation should be submitted in 3 copies

With this document the School is requested to appoint an Examination Committee for the examination of the above-mentioned PhD Dissertation

PhD Candidate:

__ (SIGNATURE) (DATE) (NAME – LAST NAME)

Supervisor:

__ (SIGNATURE) (DATE) (NAME – LAST NAME)

This form together with the three (3) copies of the dissertation will be submitted to the PhD Committee with notification to the Administrative Officer of the School



**SCHOOL OF SCIENCES
EXAMINATION OF A PhD DISSERTATION FORM**

Name of the PhD Candidate:

Registration number: _____

Date of starting the Program: _____

Program:

Title of the PhD 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 PhD Dissertation after at least three months, based on the established schedule that the candidate will arrange with his/her Supervisor.

APPENDIX III

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)

PhD 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 EHN740 course. A copy of the form is kept in the records of the Department / School.



SCHOOL OF SCIENCES

Questions for the PhD Candidate

Name:.....

Questions/Intervention:

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APPENDIX XII



COPYRIGHT TRANSFER AGREEMENT OF PhD THESIS

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|---------------------|--|
| STUDENT NAME | |
| REGISTRATION NUMBER | |
| PHD THESIS TITLE | |
| | |

I hereby warrant that the present PhD Thesis is result of my personal effort and work, with the exception of any reference to other authors which is acknowledged or cited and has not been submitted elsewhere for any other purpose.

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During evaluation of my PhD Thesis I am fully compliant to the following:

- Reproduction of my Thesis and provision of a copy to any member of the University;
- Disposal of a digital copy of my Thesis to appropriate auditing services for plagiarism and storage of a copy to said services, for future auditing purposes.

I hereby declare that I have read and understood completely the internal regulations of the European University Cyprus concerning academic ethics and student discipline.

Date: _____

Signature: _____

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We warrant that the present PhD Thesis took place under our supervision and guidance and it represents original work. We have no objection in transferring copyright to the European University Cyprus, as described above.

| | <hr/> | <hr/> | <hr/> |
|---------------------|------------------------|-----------------|-----------------|
| Member of committee | Main Supervisor | Member 1 | Member 2 |
| Signature | | | |
| Name | <hr/> | <hr/> | <hr/> |
| Date | <hr/> / / | <hr/> / / | <hr/> / / |



INTERNAL REGULATION ON RESEARCH POLICY

54th Senate Decision: 21 December 2017

60th Senate Decision: 2 October 2018

70th Senate Decision: 13 December 2019

80th Senate Decision: 28 January 2021

86th Senate Decision: 14 October 2021

87th Senate Decision: 9 December 2021

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INTRODUCTION

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

The policy is guided by the following broad objectives:

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

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

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

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

1. EUC Research Ethics Policy

1.1 Scope and Purpose

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

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

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

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

1.2 General Principles

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

1.3 The Definition of Human-Related Research

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

1.4 Vulnerable Participants

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

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

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

1. All research undertaken under the auspices of EUC must meet statutory requirements. Of particular relevance is the Bioethics Law (N.150 (I)/2001 and 53 (I)/2010), the Data Protection Law (2001), the Patients Protection Law (2005), and all those laws that create the legal framework for the Cyprus National Bioethics Committee.
2. Researchers in particular disciplines should comply with any research ethics guidelines set out by their professional associations.
3. Research Councils, charitable trusts and other research funding bodies in most cases require an undertaking from grant applicants that research proposals involving human participants have been approved by the University Research Ethics Committee or another appropriate body. Some also require audited compliance with their guidelines.

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

2.1 Code of ethical conduct in research

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

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

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

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

2.2 Openness in research

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

2.3 Integrity

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

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

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

2.4 Misconduct in research

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

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

2.5 Wide dissemination of Research Results

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

3. Intellectual Property Policy

3.1 Introduction

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

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

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

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

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

3.2 Definitions

For the purposes of this Policy:

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

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

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

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

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

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

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

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

3.3 Intellectual Property Regulations

3.3.1 Responsibility

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

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

3.3.2 Identification of IP (including duty of confidentiality)

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

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

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

Patent

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

Copyright

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

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

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

Moral rights

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

Performing rights

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

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

Database Right

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

Industrial Designs

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

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

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

Domain Names

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

Trade Marks

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

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

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

3.3.4 Coverage of the Regulations

1. Whom does this IP Policy apply to?

- **Employees:**

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

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

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

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

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

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

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

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

The terms of such agreements may be subject to negotiation.

3.3.5 Exceptions to the Regulations

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

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

3.3.6 Disclosure of IP

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

3.3.7 Ownership of IP

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

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

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

3.3.8 Modus Operandi for Commercial Exploitation of the IPR

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

Affairs of all IP which might be commercially exploitable and of any associated materials, including research results, as early as possible in the research project. This notification shall be effected by means of an Invention Disclosure Form (contents as noted in Appendix B). In case of doubt as to whether research is commercially exploitable or otherwise, the Creator/s undertake/s to seek the advice of Cyprus Central TTF.

3. The Office of the Vice Rector for Research and External Affairs shall immediately acknowledge receipt of the Disclosure Form. In consultation with the TTF and the Creator/s, shall decide whether the EUC-RIMB and the TTF has an interest to protect and exploit the relevant IPR.
4. The TTF shall communicate the decision in writing to the Office of the Vice Rector and the Creator/s by not later than three months from the date of receipt of the Invention Disclosure Form. If the EUC-RIMB and TTF decide to protect and exploit the IPR, it is understood that:
 - the Creator/s shall collaborate with the EUC and the TTF, to develop an action plan for the protection and commercial exploitation of the IP;
 - the TTF in collaboration with the Creator/s shall ensure that third party rights are not infringed in any way through the process; and
 - the EUC/TTF shall seek to protect the right of the Creator/s to use the said IP for strictly non-commercial purposes.
5. Should the EUC and TTF decide that there is no interest in protecting and exploiting the relevant IPR, or should it fail to inform the Creator/s about its decision within the stipulated time, the EUC-RIMB may assign all EUC rights, title and interest in such IP to the Creator/s concerned, whilst the EUC retains the right to use the said IP in whichever manifestation for strictly non-commercial purposes.
6. The Creator/s SHALL NOT enter into any sponsorships or commercial agreements with third parties related to their research at EUC without prior written authorisation by the Office of the Vice Rector for Research and External Affairs. This said, it is understood that consent shall generally be granted to the Creator/s for such requests as long as the IPRs of the EUC are safeguarded; otherwise the claims on IPR expected by the third party must be agreed upon explicitly upfront.

3.3.9 IPR protection

1. Some forms of IP require active steps to be taken to obtain protection (e.g.: patents, registered trademarks and registered designs). Other forms of IP rights are protected on creation (e.g. Copyright, EU Database Rights) but still require appropriate management in order to maximise the protection available. Best practices in patent protection require that all materials made publicly available by

any employees, members of staff and/or students should include a copyright notice.

2. Any decisions relating to the registration of any IP rights such as making an application for a patent or a registered trade mark or a registered design (including any decisions to continue or discontinue any such application) should be made in consultation with the Office of the Vice Rector for Research and External Affairs and the TTF. The IP registration process can be very expensive and IP protection costs should not be incurred without appropriate consideration of how such costs will be recovered.

3.3.10 Revenue Sharing Mechanism

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

3.3.11 Leaving the EUC

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

3.3.12 Applications to use the EUC's IP

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

3.3.13 Breach of the Regulations

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

3.3.14 Discretion to assign/license back

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

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

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

3.3.15 Amendments to the Regulations

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

3.3.16 Death

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

3.3.17 Disputes

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

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

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

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

4. Offices, Committees and Centres for Research

4.1 Vice Rector for Research and External Affairs

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

4.2 Senate Research Committee

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

4.3 Research Foundations and Centres

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

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

4.4 Research Office

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

4.5 EUC Research & Innovation Management Board

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

5. Rules Governing External Research Programmes

5.1 Suggested procedure for submitting and implementing a funded research project

The following rules apply for externally funded research projects:

5.1.1 Submission of research proposals:

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

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

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

5.1.2 Project implementation

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

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

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

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

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

5.1.3 Financial issues concerning externally funded research projects

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

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

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

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

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

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

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

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

5.1.4 University research fund

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

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

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

6. Rules Governing Internal Research Awards

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

6.1 Purpose

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

6.2 Eligibility for the awards

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

6.3 Application Procedure

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

6.4 Selection and Evaluation Procedure

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

For the evaluation, the following criteria are applicable:

Research Activity 40%

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

Curriculum Vitae 40%

- Qualifications and achievements of the Applicant.

Future Research 20%

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

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

7. Teaching Hours Reduction for Research Purposes

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

A member of staff may be awarded a THR under more than one of the schemes described below if he/she is eligible. The minimum teaching per semester can be reduced down to 6 hours per week based on the accumulated research load reduction hours. An exemption may be considered for Deans and Chairs.

All allocations of THR under the three schemes outlined below will be made after a recommendation of an ad-hoc committee chaired by the Vice Rector for Research and External Affairs. The committee will take into account scheduling constraints and other considerations for the sustainable development of research activity at the university. The committee will meet at an appropriate time in each semester in order to make the THR allocations in time for the preparation of the schedule of classes for the next semester.

7.1 Award of a THR for participation in research projects

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

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

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

For the Fall Semester: 1st of May

For the Spring Semester: 31st of October

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

7.2 Award of a THR for writing a book

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

7.3 Award of a THR by accumulation of points

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

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

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

8. Equipment Acquired through Internal and External Funding

8.1 Equipment acquired through University funds

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

8.2 Equipment purchased through external funding

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

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

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

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

8.3 Provision of computing equipment by MIS

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

9. Policy on Research Staff

9.1 Introduction

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

9.2 Definitions of Roles

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

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

9.2.1 Job Description for the Position of Research Associate

9.2.1.1 Overall Role

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

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

9.2.1.2 Key Responsibilities

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

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

9.2.1.3 Skills and Qualifications

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

Experience and Skills:

Basic research skills and knowledge of research techniques

Ability to analyse and write up data

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

9.2.1.4 EUC Pertaining Benefits

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

- Desk, Telephone line and PC

- MS Office, SPSS, Email and Printing Rights

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

- Full access to the library

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

- a formal contract signed by the relevant appointing authority;

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

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

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

9.2.2 Job Description for the Position of Research Fellow

9.2.2.1 Overall Role

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

9.2.2.2 Key Responsibilities

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

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

9.2.2.3 Skills and Qualifications

Education: Level PhD in the Programme Area

Experience: at least 1-3 years relevant experience.

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

9.2.2.4 EUC Pertaining Benefits

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

- Desk, Telephone line and PC

- MS Office, SPSS, Email and Printing Rights

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

- Full access to the library

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

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

9.2.3. Job Description for the Position of Senior Research Fellow

9.2.3.1 Overall Role

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

9.2.3.2 Key Responsibilities

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

9.2.3.3 Skills and Qualifications

Education: Level PhD in the Programme Area

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

Experience of successful supervision of students

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

9.2.3.4 EUC Pertaining Benefits

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

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

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

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

9.3 Procedures for Appointment

9.3.1 Selection and Search Procedures

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

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

9.3.2 Criteria for the Appointment to Rank of Research Associate

Minimum qualifications as described in Section 9.2.1.

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

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

9.4 Honorary Research Staff

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

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

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

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

The honorary research titles that can be awarded are:

9.4.1 Honorary Principal Research Fellow

Will have made an outstanding contribution to teaching and research

9.4.2 Honorary Senior Research Fellow

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

9.4.3 Honorary Research Fellow

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

9.4.4 Honorary Research Associate

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

9.5 Intellectual Property Rights

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

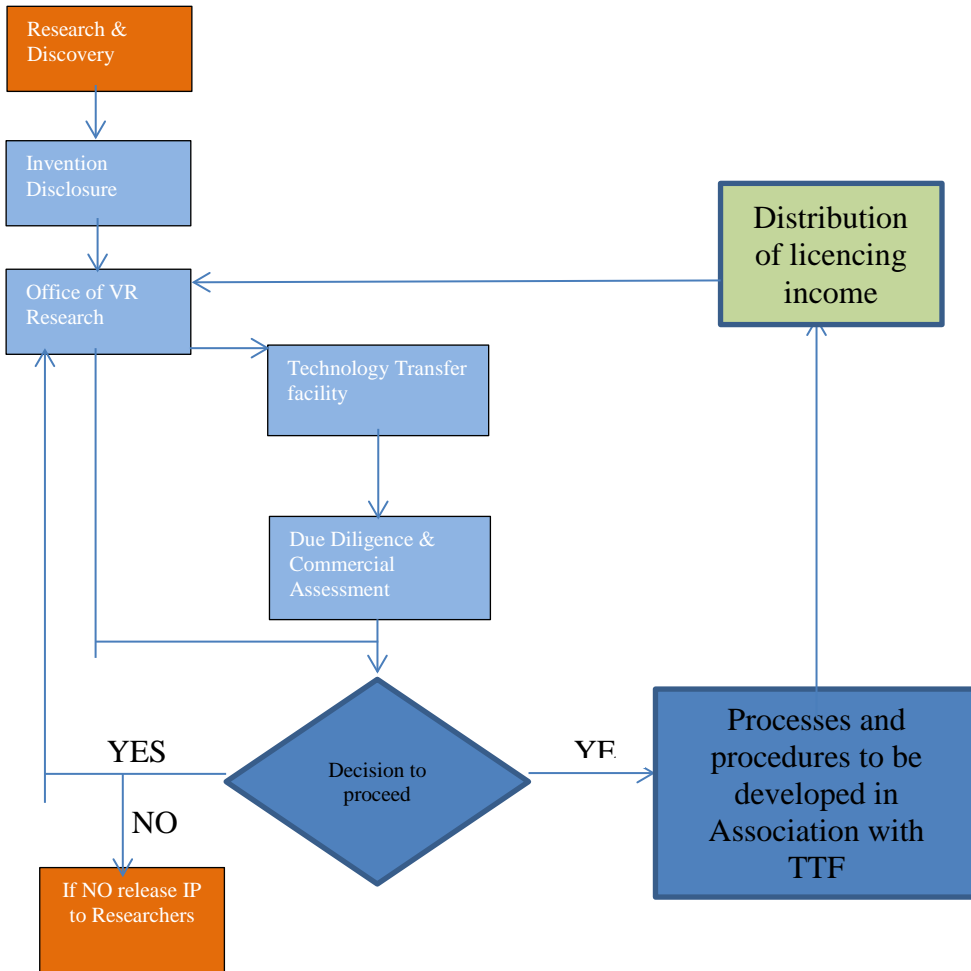
Honorary Research Staff may be required to assign the rights to any IP they create in the course of their academic activities to EUC. EUC may have obligations to organisations which are funding the research (e.g. an EU funded project) in question which it will not be able to honour without such an assignment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

9.6 Involvement of Research Staff

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

Appendix A:

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



Appendix B:

Invention Disclosure Guidelines

Invention Disclosure Form - Example

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

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

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

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

Appendix C:

Suggested Revenue Sharing Scheme

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

Table C1

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

Appendix D

D1. Points accumulation from Research

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

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

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

Table D1

| Points | Conferences | Journals | Books | Research Projects | Other* |
|--------|---|--|---|---|--|
| 5 | <p>1. Presentation of poster / article in national conference (refereed)</p> <p>2. Presentation as invited keynote speaker (refereed national conference)</p> | | | <p>1. Unsuccessful submission of funded research proposal in national / international organization (research partner)</p> | <p>Member of scientific / conference organizing committee (national / international)</p> |
| 10 | <p>1. Presentation of refereed poster / article in international conference (refereed)</p> <p>2. Presentation as invited keynote speaker (refereed international conference)</p> <p>3. Editor of national conference proceedings (refereed)</p> | <p>1. Publication of refereed journal article (journal not in ISI / Scopus / ACM / IEEE/etc.)</p> <p>2. Editor of refereed journal special issue (journal not in ISI / Scopus / ACM / IEEE/etc.)</p> | <p>Publication of refereed book chapter (national)</p> | <p>1. Unsuccessful submission of funded research proposal in national organisation (project coordinator)</p> | <p>General Chair or Program Chair of refereed national conference</p> |
| 15 | <p>1. Editor of international conference proceedings (refereed)</p> | | <p>Publication of refereed book chapter (international)</p> | <p>1. Unsuccessful submission of funded research proposal in international organization (project coordinator)</p> | <p>General Chair or Program Chair of refereed international conference</p> |

Table D1 (continues)

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

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

D2. Points accumulation from Research / Department of Arts

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

Table D2

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

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

Appendix E

JOB DESCRIPTION FOR THE HEAD OF EUC RESEARCH OFFICE

Head of EUC Research Office

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

Duties and Responsibilities of the Head of Research Office

1. JOB SUMMARY

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

2. DUTIES AND RESPONSIBILITIES

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

a. **Contribution to Academic Excellence**

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

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

b. Internal processes, procedures and controls

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

c. Relations with other Academic Entities

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

d. Staff Governance

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

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

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

70th Senate Decision: 13 December 2019

1. Introduction

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

The following awards will be made on an annual basis:

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

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

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

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

2. EUC Research Award – Young Researcher

2.1 Nomination

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

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

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

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

2.2 Selection

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

For the evaluation, the following criteria are applicable:

Research Activity 40%

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

Curriculum Vitae 40%

- Qualifications and achievements of the Young Researcher.

Future Research 20%

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

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

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

3. EUC Research Award – Distinguished Researcher

3.1 Nomination

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

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

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

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

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

3.2 Selection

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

For the evaluation, the following criteria are applicable:

Research Activity

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

Overall Career

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

Leadership skills

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

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

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

4. Funding

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



EUROPEAN UNIVERSITY CYPRUS

NOMINATION FORM

FOR YOUNG RESEARCHER CANDIDACIES

GENERAL PROFILE OF THE NOMINATION

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

PART A:

PROFILE OF NOMINATOR

| | | | |
|-----------|--|--------|--|
| Surname | | | |
| Name | | | |
| Position | | | |
| School | | | |
| Telephone | | Mobile | |
| E-mail | | Fax | |

DECLARATION OF NOMINATOR

I, the undersigned, hereby declare that, to the best of my knowledge, all the information included in this form is true. I also confirm that I have informed the nominee for the submission of this nomination.

| | |
|-------------------------|--|
| Signature of Nominator: | |
| Date: | |

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

PART B:

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

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



EUROPEAN UNIVERSITY CYPRUS

NOMINATION FORM
FOR DISTINGUISHED RESEARCHER CANDIDACIES

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

PART A

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

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

PART B:

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

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