



FREDERICK UNIVERSITY

Student Handbook for Postgraduate Studies

Student Handbook for Postgraduate Studies

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A General Rules:

A1. Studies Information:

Frederick University offers postgraduate programs of study at Master's level and at Doctoral level. Unless otherwise specified, all rules and regulation for Undergraduate studies apply to postgraduate studies as well.

A1.1 Credit System:

All postgraduate programs of study are based on the European Credit Transfer System (ECTS). The number of ECTS credits allocated for each course is specified according to the expected workload of a typical student. Each ECTS corresponds to a 25 hours of student workload. This workload takes into account all student activities related to the course such as lectures, laboratory work, assignments, home or library study, preparation for tests or exams etc.

A1.2 Academic Year and Semesters:

The Academic Year consists of three semesters: the Fall semester, the Spring semester and the Summer semester. The Summer semester is available only for specific courses such as research courses, projects, work placement etc.

A1.3 Student Workload:

Students' workload in ECTS for each of the Fall and the Spring semester is 30 ECTS. Students may register for less courses and thus less credits. Students may also register for more than 30 ECTS in a given, with a maximum of 35 ECTS. Students wishing to register for more than 35 ECTS may do so after an approval by the Dean of the School running the program of study the students is enrolled. Student workload for the Summer semester is half the workload of the Fall or the Spring semester.

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A1.4 Student Identification Card:

All students will receive their Student Identification (ID) card upon registration, free of charge. The Student ID must be presented:

- when completing a course form,
- when accessing the Library and the computer labs,
- when borrowing books from the FU Library ,
- when receiving a formal document from FU (transcripts, certificates, etc),
- to gain entry to examination rooms (Students without their Student ID Card will not be allowed to take tests, final exams or any other form of assessment),
- when electing the Student union.
- as a photocopy machine access card.

In case student misplace their ID card they must contact the Reception in order to replace it. The cost for issuing a new Student ID card is €10.

A2. Student Course Registration:

A2.1 Course Registration Procedure:

Students' registration and the selection of courses for each semester take place during the two weeks prior to the beginning of classes. The exact registration dates for each semester are provided on the University's Annual Calendar posted on the university's webpage (www.frederick.ac.cy). Further instructions for the registration process are issued every semester and are posted on the university's webpage (www.frederick.ac.cy).

On registration day students must meet with their Academic Advisor in order to register for courses and sign the Course Registration Form.

In order to be able to register for courses, students must settle any pending financial obligations towards the University, pay the registration fee and a part of their tuition fees. Students are urged to settle their financial obligations prior to their registration day in order to avoid any delays. Payments can be made to the University's Accounts Office (cash, cheque or

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credit card), through the student's financial institution or through JCC (www.jccsmart.com).

Frederick University Account Details:

Bank of Cyprus, Account No.: 0199-11-005509-00

IBAN: CY 8300 2001 9900 0000 1100 5509 00

SWIFT BIC: BCYPCY2N

A2.2 Late Registration:

Students may register during the two first weeks of the semester, provided they receive special permission by the Head of their Department and settle a late registration fee (25 euros).

A2.3 Add Courses:

Students can add courses during the first two weeks of each semester. Students who wish to add a course(s) must have the approval of the Program Coordinator or the Head of the Department.

A2.4 Drop Courses:

Students can drop courses during the first three weeks of each semester. In such a case, students must meet with their Academic Advisors and ensure that the Course Drop is officially completed. Courses dropped during the first three weeks of any semester will not appear on the student's record.

A2.5 Course Withdrawal:

Students may withdraw from a course after the drop deadline during the 4th and 5th week of each semester. In this case, a grade notation of "W" (withdraw) is automatically recorded on the transcript for that course. Students who wish to withdraw from a course(s) must have the approval of the Program Coordinator or the Department Head and must complete the Withdrawal Form and submit it to the Studies Office. Students can obtain the Withdrawal Form from their Department's Administrative Officer. The

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Withdrawal request is examined by the Administration Service regarding the tuition fees. Students not attending a course, without officially withdrawing from the course, will fail the course, while they will have to pay the fees for the course.

A3. Student Assessment and Grading:

A3.1 Student Assessment:

Student performance is evaluated for each course separately. For each course, the weighting between continuous and final examination is defined in the course outline which is distributed by the lecturer during the first week of classes. Course outlines are also posted on the University's Electronic Learning Platform (e-learning). Student performance includes both a final exam as well as continuous assessment (coursework). Coursework may include homework, lab exercises, individual or group projects, assignments, etc. In addition, other forms of assessment may include final thesis, field work or participation in research related projects.

Students must obtain at least 50% to pass a course.

A3.2 Student Performance:

Based on the overall performance for each course that a student is registered in, they will receive a Letter Grade, as per the following table:

Course Grade	GPA Points	Letter Grade	Note
86-100	10	A	Excellent
76-85	8	B	Very Good
66-75	7	C	Very Good
56-65	6	D	Good
50-55	5	E	Good
0-49	0	F	Fail
		I	Incomplete
		W	Withdrawal
		SP	Satisfactory Progress

A3.3 Failing a Course:

Students who fail a course (letter grade 'F') must repeat the course and pay the equivalent tuition fees.

A3.4 Improving a grade:

If a student wants to improve a previously received passing course grade, they need to retake the course. This means registering for the course again with the intention of replacing the original grade with a new grade. The course grade and credits received previously are removed and the GPA is refigured with the new grade (even if the new grade is lower than the previous grade).

A3.5 Incomplete Grade:

An Incomplete grade 'I' is given when a student justifiably, is unable to complete assigned work due to illness or any reasons beyond their control. Incomplete work must be made up during the next semester or else the Registrar will record zero marks in that particular exam or area of work. The marks of an incomplete course are not taken into account when CGPA is calculated.

The following procedure is followed for an incomplete course:

- a. A student who wishes to receive an 'Incomplete' must inform the instructor of the reason for the incomplete grade and fill out the Incomplete Form, which can be found at the Studies Office (Nicosia - Limassol)
- b. The period of time given for a student to remove an "I" is established by the instructor, subject only to the maximum time limits set by the university. The university requires that the grade of "I" be removed by the end of the following semester.

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In case the 'Incomplete' was assigned during the Spring Semester, then the student must complete all course requirements by the end of September, before the beginning of the next academic year.

- c. The final grade must be submitted to the Studies Office within a week of the agreed incomplete deadline.

A3.6 Examinations:

At the end of each semester, students sit final examinations for all registered courses which require a final examination. The course instructor notifies each student prior to the examination about any extra material they may be allowed to take into the examination.

The Final Examination Timetable for each semester is posted on the university website.

Midterm examinations, including quizzes, are not allowed in the final week of semester.

Examination results are published on the university's website (extranet). Students are able to look up their results using their username and password.

Students must fulfil all their financial obligations towards the university, before the examinations begin.

Students are prohibited from plagiarizing, cheating, making false impersonations or giving consent to false impersonations or other similar offences.

The answer booklets of the final examinations are not returned to students. Students have access to them, if they wish, at a date set by the instructor two working days after the final examination results are announced. In the event that a mistake is found, this is corrected by the instructor.

A3.7 Final Examination Re-evaluation:

Students are entitled to request a re-evaluation of their final written exam paper if they feel that they have been wronged or that their result was due to an error or omission. In such a case, the student must submit a written request to the Director of Studies and Student Welfare Service by completing a form, which can

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be obtained from the Studies Office within seven days of the date that the specific examination result was published.

A3.8 Second Examination Period

1. It is possible to repeat examinations, in courses that students failed in the Fall and Spring semester examination period.
2. The examinations take place in the first two weeks of September.
3. Students can register for second examination only if they achieve a coursework grade of over 40% or an overall grade of 40-49%.
4. The final grade of the course, during the second examination period, is defined by the coursework and the result of the repeat examination, with the weighting that was applied at the beginning of the relevant semester.
5. The total amount of credits for courses of second examinations cannot exceed 30% of ECTS allocated to the student during the year. This limit may increase by 2 ECTS for rounding purposes, if necessary.
6. A student who fails a course is not eligible to register for a course whose prerequisite is that of the failed subject.
7. For courses which students are eligible to choose and sit the examinations of the second examination period, announcements are made by the Studies and Student Welfare Service.
8. The courses of second examinations count towards the student's overall load for the summer semester by 1/3 (that is, if students register for second examination with a total of 9 ECTS, they will be considered as having registered for 3 ECTS for the summer semester). It must be noted that 15 ECTS is the maximum load for the summer semester.
9. In order to qualify for sitting an exam of the second examination period, students must register for the courses they are eligible for. These courses must be selected during the month of July.
10. There is a fee of 80 euros for each course that the student registers to sit as a second examination.

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11. In case of course failure during the second examination, the student will need to re-register to the course when it is offered.
12. Students can register online for courses of the second examination period through extranet (<http://extranet.frederick.ac.cy/>). Students are encouraged to contact their academic advisors or their instructors for any enquiries related to the courses they have chosen and the consequences of their choice on their study path (eg. prerequisites). Further information, regarding the registration procedure for the second examinations, can be obtained from the University's website.

A3.9 Examination Rules and Regulations:

Students are expected to abide with the Examination Rules and Regulations issued by the Student and Studies Welfare Service.

General Rules:

- Once inside the examination room the invigilators will provide detailed instructions for candidates.
- The consumption of food and drink is not permitted in the examination room.
- Candidates experiencing health problems during the exam should report it to the invigilator.
- Candidates must only use the official stationery provided (Examination Answer Book and additional official paper).
- Any rough work must be written on additional official paper given by the invigilator. Note that rough work, if any, should be crossed out and attached to the Answer Book upon completion of the exam. Nothing other than the question paper may be taken from the examination room.
- Students should complete their identification details in the Examination Answer Book as well as the course code, the registration number and their instructor's name and they may not begin writing until the start of the examination is announced by the invigilator.

Mobile phones and unauthorized material

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There are strict rules in place for conduct during exams. Possession of unauthorized material in an exam is an offence.

Possession refers to items:

- in your pockets, clothing or on any part of your person
- on your desk or chair.

Unauthorized Material: refers to items not approved for the exam. Candidates are notified in advance by the instructor of the course for the items which are permitted into the exam. These items are also specified on the exam paper. In any case, please note that pencil cases and calculator covers must be placed in the students' personal bags or in the place identified by the invigilators.

Bags, briefcases and coats may be brought into the room but must be left in a place identified by the invigilator.

Possession of mobile phones, or other electronic communication or storage devices (including iPods, MP3/4 players, smart watches, tablets, etc) is not permitted and mobile phones must be switched off during the exams and placed in personal bags. If a student does not have a personal bag, the mobile phone should be placed somewhere identified by the invigilators. Students found with mobile phones or other electronic communication or storage devices (including iPods, MP3/4 players, smart watches, tablets, etc) will be referred to the Disciplinary Committee. Mobile phones cannot be used as calculators or watches.

Discipline:

Students that have inappropriate behavior or commit any disciplinary misconduct during the exams will be reported to the Disciplinary Committee.

Disciplinary offences are:

- Cheating or attempting to cheat at the exams
- Helping other students to cheat during the exams
- Possession of unauthorized material
- Possession of mobile phones during the exams

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- Whilst in the examination room, candidates must not communicate with another candidate in any way. Such action may result in immediate expulsion from the examination room
- If an invigilator suspects a candidate of cheating, they may impound any prohibited material and inform the Disciplinary Committee as soon as possible
- Cheating is an extremely serious offence, and any candidate found by the Disciplinary Committee to have cheated or attempted to cheat in an examination may be deemed to have failed that examination, or be subject to such penalty as the Disciplinary Committee considers appropriate
- Any candidate creating a disturbance in the examination room may be dismissed

Leaving the examination room:

- No candidate may leave the examination room during the first 30 minutes of the examination.
- A candidate wishing to leave the examination room temporarily must seek the prior permission of an invigilator, and will be accompanied by an invigilator throughout the absence.

At the end of the exams

- Candidates who finish writing and wish to leave the examination room must give their Answer Book to the invigilator and sign the student signature list.
- Care must be taken not to disturb other candidates when entering or leaving the examination room.

A4 Disciplinary Control:

Each student is expected to respect and apply the relevant University Law and hence the Regulations, any decisions and written or oral instructions that result from the Legislation and the Regulations.

Students are also expected to act responsibly and honestly and to respect ethical values and university ethics in general.

Each student is subject to disciplinary control. The disciplinary control is executed by the Disciplinary Committee which is appointed by the Senate. The relevant procedure is included in the Internal Regulations for Students of Frederick University.

A4.1 Offences and/or Inappropriate Behavior:

Improper and/or inappropriate behavior which exposes and degrades the reputation of the institution, such as:

- awkward and improper behavior towards any member of the university community or member of the governing body of the University,
- plagiarism, criminal impersonation, attempted cheating or cheating, aid in cheating in written exams, infringement of copyright, deception, theft,
- the use of or possession of mobile phones or other electronic devices during the examinations,
- unjustified acts which lead to loss, damage or destruction of the University's property,
- the threat of the use of violence,
- the use of violence,
- conviction of a court regarding criminal offenses,
- prevention of activities and in general the prevention of the university's well operation, such as of teaching and research,
- the disruption of discipline, and other similar actions,

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- prevention or impedance of the operation of the authorities' duties or the bodies of the university,
- forgery or falsification of certificates, documents or the cooperation of the commitment of these delinquencies, and
- violation of Laws and Regulations as well as of the relevant decisions or/and directions of the governing bodies.

A4.2 Disciplinary Penalties:

The disciplinary penalties and sanctions which are imposed, depending on the nature and importance of the offence, include

the following:

- oral reprimand,
- grading penalties regarding offenses related to examinations or projects,
- written reprimand,
- financial compensation for damage restoration or loss of assets,
- unpaid labor at the University premises,
- suspension of rights or privileges (scholarship cancellation, etc),
- expulsion for a period of up to two semesters,
- suspended expulsion of up to two years, and
- cancellation of University registration.

A5 Scholarships and Financial Assistance:

A5.1 Scholarships for Postgraduate Students (Master Level):

For the academic year 2020-21, scholarships, based on students' performance, will apply as follows:

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Studies during the Fall Semester 2020

The overall performance at the University until the Spring Semester 2020 (CGPA SP20) is taken into consideration and is estimated on the tuition fees of the Fall Semester 2020 (Fall 20).

Studies during the Spring Semester 2021

The overall performance at the University until the Fall Semester 2020 (CGPA F20) is taken into consideration and is estimated on the tuition fees of the Spring Semester 2021 (Spring 21).

Grade CGPA	Scholarship merit percentage (for the semester)
9.75 – 10.00	25%
9.00 – 9.74	10%

Eligible students

All the Master level postgraduate students (conventional programs) who have completed at least 15 ECTS at the University and were registered for the previous semester. If students register for more ECTS during the semester they are awarded the scholarship, they are entitled to a scholarship that corresponds to the number of ECTS they registered for the previous semester.

It is noted that, reductions on tuitions fees which are based on students' performance, for both undergraduate and postgraduate master level students, are not made in cash, but deducted from the tuition fees of the following semester. Therefore, students having completed their studies cannot expect reductions in their last semester tuition fees.

Students who complete their undergraduate studies and continue their studies at a postgraduate level of University are exempted. The postgraduate Master scheme applies from the first semester.

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A5.2 Financial Assistance:

Frederick University offers a partial reduction of fees for students who face serious financial difficulties, regardless of their academic performance. The amount is decided upon by a special committee. Such students can apply to the Director of Administration Service. The application must be in writing and all relevant documentation must be attached. The final deadline for applications for the academic year 2020-2021 is November 15, 2020. Applications submitted after this date and not later than 15 March 2021, will be considered only for the Spring Semester 2021.

Provisions to children who come from large families:

There is a 5% discount for students who come from large families (a valid card from the Pancyprian Organisation of Large Families is required).

Provisions to siblings studying at Frederick University

- a) In the event of two siblings studying concurrently, a 5% discount is given to each student.
- b) In the event of three siblings studying concurrently, a 10% discount is given to each student.

B Masters Level Programs

Frederick University offers Master level programs. These programs can be:

- (a) Departmental, offered by any of the Departments of the University,
- (b) Inter-departmental, offered by two or more departments of the University.
- (c) Joint Master programs offered in cooperation between Frederick University, and one or more other universities.

B1 Master's Program Regulations:

The operation and program specific regulations for each Master program are described in the "Master Program Regulations". The "Master Program Regulations" are in accordance with the rules and procedures described in the "Postgraduate Regulations for Master Programs" of the University.

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The “Master Program Regulations” must be provided to the students of each Master program at the beginning of their studies.

The “Master Program Regulations” must be written in the language of instruction of the program.

The “Master Program Regulations” must include the following:

- (a) General and specific provisions for the form and operation of the Program committees and bodies.
- (b) Normal duration of the program as well as the minimum and maximum study periods.
- (c) Entry requirements and admittance procedures.
- (d) Structure of the program, including all educational activities required for the completion of the program, with the corresponding ECTS credit allocation and the distribution of courses in semesters.
- (e) Structure and assessment procedure for the Master level Thesis (if required by the program)

B2 Master’s Program Bodies:

B2.1 Master Program Committee:

Each Master program is overseen by the “Master Program Committee”. This is a three member committee appointed by the Council of the Department. One of the three members is appointed by the Council of the Department as the chairman of the committee who also acts as the Coordinator of the program. The tenure for the members of the “Master Program Committee” is three years.

The “Master Program Committee” has the overall responsibility monitoring the program operation, updating the program and ensuring its quality. The Master Program Committee:

- (a) suggests to the Council of the Department changes concerning the regulations for the “Master Program Regulations”,
- (b) oversees the implementation of the regulations,

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- (c) suggests to the Council of the Department the number of new admissions to the program,
- (d) evaluates the applicants for admission to the doctoral program, and recommends to the Council of the Department, the candidates to be admitted,
- (e) approves transfer credits for new program students,
- (f) forwards to the Council of the Department the list of the students who have successfully completed the requirements of the program.

B2.2 Student Advisor:

Upon admission to the Master program, a student is assigned an Academic Advisor by the Council of the Department in consultation with the Program Coordinator. The academic advisor is a faculty member of the Department. The academic advisor advises the student on his/her academic plan. The responsibilities of the Academic Advisor are defined in the relevant University Regulation.

B2.3 Thesis Advisor:

The Thesis Advisor oversees the Thesis work of the student and provides him/her with the appropriate guidance. The Thesis Advisor must be a faculty member of the Department and can be the same person as the Academic Advisor. The Thesis Advisor must be appointed by the Program Coordinator at the beginning of the semester that the student will register for the Thesis.

B3 Program Admissions:

B3.1 Admissions Requirements:

Admission to the Master's Program is done after the announcement of the relevant positions by the Department, followed by an application by the interested applicant. Eligible applicants must hold a university Bachelor's level degree granted by an institution recognized in the country where it operates. Applicants who do not hold their first degree at the time of

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application, but will hold such a degree before the commencement of the Master's program, are also eligible to apply but must submit a letter from their University's Registrar verifying that they are indeed eligible to graduate. The decision on their admission does not become official until the degree has been successfully produced.

B3.2 Admissions Procedure:

Each application for admission should include:

- a) A completed application form.
- b) A Curriculum Vitae indicating the student's education, academic and research experience, any publications, awards, etc.
- c) At least two letters of recommendation from academic or professional advisors.
- d) Certified copies of all degrees and transcripts.
- e) Copies of any other supporting material, such as exams, honors, awards, etc.
- f) Proof of language proficiency, if required by the Program.

The application material must be submitted in the language of instruction of the Master's Program.

C Doctoral Level Programs

The highest academic degree in Frederick University is the doctor of Philosophy (PhD). The doctorate is awarded upon the completion of a program of advanced study, principally at the University, and the performance of significant original and innovative research work.

C1 Doctoral Program Regulations:

The operation and program specific regulations for each Doctoral program are described in the "Doctoral Program Regulations". The "Doctoral Program Regulations" are in accordance with the rules and procedures described in the "Postgraduate Regulations for Doctoral Programs" of the University.

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The “Doctoral Program Regulations” must be provided to the students of each Doctoral program at the beginning of their studies.

The “Doctoral Program Regulations” must be written in the language of instruction of the program.

The “Doctoral Program Regulations” must include the following:

- (a) General and specific provisions for the form and operation of the Program committees and bodies.
- (b) Normal duration of the program as well as the minimum and maximum study periods.
- (c) Entry requirements and admittance procedures.
- (d) Structure of the program, including all educational activities required for the completion of the program, with the corresponding ECTS credit allocation and the distribution of courses in semesters.
- (e) Structure and assessment procedure for the Doctoral level Dissertation.

C2 Doctoral Program Bodies:

C2.1 Doctoral Program Committee:

Each Doctoral program is overseen by the Doctoral Program Committee. This is a three member committee appointed by the Council of the Department. One of the three members is appointed by the Council of the Department as the chairman of the committee who also acts as the Coordinator of the doctoral program. The tenure for the members of the Doctoral Program Committee is three years.

The Doctoral Program Committee has the overall responsibility of the quality assurance of the doctoral program. The Doctoral Program Committee:

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- (a) suggests to the Council of the Department changes concerning the regulations for the program,
- (b) oversees the implementation of the regulations for the program,
- (c) suggests to the Council of the Department the number of new admissions to the doctoral program,
- (d) evaluates the applicants for admission to the doctoral program, and recommends to the Council of the Department, the candidates to be admitted,
- (e) suggests to the Council of the Department the academic advisors to doctoral students,
- (f) approves transfer credits or exemptions for new program students,
- (g) suggests to the Council of the Department the Research Advisor, the members of the Research Advisory Committee and the members of the Doctoral Dissertation Evaluation Committee for each student of the program, and
- (h) forwards to the Council of the Department the list of the doctoral students who have successfully completed the requirements of the program, and suggest the award of the PhD degree to successful doctoral students.

C2.2 Academic/Research Advisor:

Upon admission to the doctoral program, a student is assigned an Academic Advisor by the Council of the Department. The academic advisor is a faculty member of the Department. The academic advisor advises the student on his/her academic plan, prior to the appointment of the Research Advisor.

The Research Advisor oversees the research work of the student and provides him/her with the appropriate guidance. The Research Advisor acts as the student permanent academic advisor. The Research Advisor can be the same person as the academic advisor. The Research Advisor must be appointed before the beginning of the semester that the student will register for the Qualifying Exam.

The Research Advisor must be a faculty member with research expertise in the same area of research as the area of the dissertation of the student.

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The Research Advisor must be a faculty member of the University for at least one year, and must hold the relevant PhD degree for at least three years. Furthermore, a faculty member of the University can act as a Research Advisor for at most five students at a time.

The Research Advisor is proposed by the Doctoral Program Committee in consultation with the student and approved by the Council of the Department.

In the case that the Research Advisor leaves the University, he/she can continue acting as the student's Research Advisor. In this case another faculty member is assigned by the Doctoral Program Committee as a research co-advisor.

C2.3 Research Advisory Committee:

Each student is assigned a Research Advisory Committee by the Council of the Department after a proposal by the Doctoral Program Committee. This is a three-member committee that approves the research proposal of the student and oversees the student's progress throughout his/her doctoral studies. The Research Advisory Committee consists of the student's Research Advisor, who acts as the chair of the committee, and two other members with extensive knowledge in the research area of the dissertation of the student. One of the members of this committee can be a faculty member of another university or research institution, or a qualified PhD holder. At least one of the three members of the committee must have successfully supervised PhD students in the past. If the Research Advisor is at the rank of a lecturer or assistant professor, at least one of the Research Advisory Committee members from the Department must be at the rank of associate professor or professor.

The Research Advisory Committee must be appointed before the beginning of the semester that the student will register for the Qualifying Exam.

C2.4 Doctoral Dissertation Evaluation Committee:

The Doctoral Dissertation Evaluation Committee evaluates the dissertation of the student, and if successful, reports to the Doctoral Program Committee for the recommendation of the PhD award. The Doctoral Dissertation Evaluation Committee must be formed at the beginning of the final semester of the student, and at least two months before the submission of the doctoral dissertation of the student.

The Doctoral Dissertation Evaluation Committee is a five-member committee proposed by the Doctoral Program Committee in consultation with the student's Research Advisor, and approved by the Senate.

The Doctoral Dissertation Evaluation Committee must be comprised of:

- (a) two members from the faculty of the Department, including the student's research advisor,
- (b) two external members from other universities, research institutions. The external members must be PhD holders with extensive knowledge in the research area of the dissertation. At least one of the two external members must be from the academia at the rank of associate professor or professor. Both of the external members must have supervised doctoral students who have successfully completed their PhD studies.
- (c) a faculty member of the university or another university, with extensive knowledge in the research area of the dissertation of the student, who has successfully supervised PhD students in the past.

The chairman of the committee is a faculty member of the Department, other than the student's Research Advisor. The three members of the student's Research Advisory Committee can be members of the Doctoral Dissertation Evaluation Committee.

C3. Admission Requirements and Procedures:

C3.1 Admission to the Program:

Admission to the doctoral program is done after the announcement of doctoral positions by the Department, followed by an application by the interested applicant. Eligible applicants must hold a university Master's level degree granted by an institution recognized in the country where it operates. Applicants who do not hold their Master's degree at the time of application, but will hold such a degree before the commencement of the doctoral program, are also eligible to apply but must submit a letter from their University's Registrar verifying that they are indeed eligible to graduate. The decision on their admission does not become official until the degree has been successfully produced.

Each application for admission should include:

- A completed application form.
- A Curriculum Vitae indicating the student's education, academic and research experience, any publications, awards, etc.
- A Research Statement. Candidates with prior graduate studies are required to submit a brief research statement (up to 600 words) stating the area in which they are interested in conducting research.
- At least two letters of recommendation from academic or professional advisors.
- Certified copies of all degrees and transcripts.
- Copies of any other supporting material, such as exams, honors, awards, etc.
- Proof of language proficiency,

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The application material must be submitted in the language of instruction of the Program.

C3.2 Admission's Evaluation Procedure:

All applications for admission are evaluated by the Doctoral Program Committee. The evaluation process includes a personal interview of the applicant by the Doctoral Program Committee.

The criteria for the evaluation of the candidates are the following:

- Academic background
- Research background
- Recommendation letters
- Additional qualifications
- Personal interview.

After completing the evaluation process, the Doctoral Program Committee submits to the Council of the Department a Program Admission Evaluation Report on its decision. This report includes a justified suggestion of the Committee on the acceptance/rejection of the candidate's application, possible conditions for admission, transfer credits, and research area. If appropriate, the Committee may suggest in this report the Research Advisor and the members of the Research Advisory Committee.

C4. Program Requirements:

The doctoral program is based on the European Credit Transfer and Accumulation System (ECTS). To be awarded the PhD degree, the student must complete at least 180 ECTS credits of doctoral level coursework, research work, and seminar attendance. The normal duration of the program is three years.

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The requirements for the successful completion of a doctoral program and the award of the PhD degree are the following:

- (a) Successful completion of doctoral level coursework.
- (b) Passing the PhD qualifying exam.
- (c) Approval of the doctoral dissertation proposal.
- (d) Submission of a doctoral dissertation.
- (e) Successful defense of the doctoral dissertation.
- (f) Participation to graduate level seminars including research talks and conferences.
- (g) Successful submission of at least two scientific papers. At least one paper must be published or must be accepted for publication in refereed international journals. At least one paper must be presented in a refereed conference and published in the conference proceedings.

C4.1 Doctoral Level Coursework:

Doctoral students need to attend doctoral level courses of 20 to 45 ECTS credits. These courses aim in the enhancement of the student's skills in conducting research in general, and in the enhancement of the student's knowledge in the specific area of his/her thesis.

Transfer Credits:

Transfer credits for the Doctoral Level Coursework can only be granted in cases where the student has a significant formal prior doctoral level work that satisfies the aims of the Doctoral Level Coursework. The maximum number of transfer credits for the Doctoral Level Coursework is thirty (30) ECTS.

Course Grading:

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Courses in the Doctoral Level Coursework are graded as either “Pass” or “Fail”. A course can also be graded as “Incomplete”, when the student is not able, for a justified reason, to complete the requirements of the course on time. In such a case the student must complete the requirements of the course before the end of the semester that follows the semester on which he was graded with an “Incomplete” grade. If more time is required by the student to satisfy the requirements of a course, then the Research Advisor can grade the student with a “Satisfactory Progress – SP” grade. In this case, the student must register for this course again.

C4.2 PhD Qualifying Exam:

The purpose of the PhD Qualifying Exam is to examine the student’s potential for success in the doctoral program. It determines if the student has the required background knowledge, as well as specialized knowledge to conduct research in his dissertation area and to cope with the requirements of the doctoral program.

Content of Qualifying Exam:

The PhD Qualifying Exam is a two part written exam. The first part of the exam is intended to evaluate the student’s broad knowledge of the content of a computer engineering undergraduate curriculum, ability to reason, formulate and solve problems, as well as to apply analytical and engineering skills. The second part of the exam is intended to evaluate the student’s depth of knowledge in the general area of his/her dissertation, at a graduate course level. The duration for each part of the exam must be from 2 to 3 hours

With the registration of the student in the PhD Qualifying Exam, the Research Advisory Committee must meet to define the content of the qualifying exam and specify the reading material. The student must be informed in writing about the content of the qualifying exam and the reading material, at least ten weeks before the date of the qualifying exam.

Qualifying Exam Grading:

The PhD Qualifying Exam is graded as either “Pass” or “Fail”. A student passes the PhD Qualifying Exam if he/she gets a passing grade for both parts of the exam. A student who fails the PhD Qualifying Exam is permitted a second and final examination. In such a case the student must register for the PhD Qualifying Exam in the semester that follows the semester of the first examination. Failure in the second examination will result in the permanent removal of the student from the doctoral program.

C4.3 Research Proposal:

A student who passes the PhD qualifying exam can register for the Research Proposal. A student must present to the Research Advisory Committee a research proposal stating the proposed research work. The proposed research work must be original, innovative and will lead to new scientific knowledge. The proposal should also include the expected results and contributions, a complete review of the current state on knowledge in the research area of the proposal, as well as any results already achieved and the methodology to be used.

The Research Proposal includes a written report and an oral presentation. The written report of the proposal must be given to the Research Advisory Committee members at least two weeks prior to the presentation of the proposal. The duration of the oral presentation of the proposal must be 60 minutes, with 30 minutes allocated for the student’s presentation and 30 minutes allocated for questions and suggestions by the Research Advisory Committee.

The content of the research proposal report and the suggestion provided by the Research Advisory Committee in their evaluation report constitute an informal contract between the student and the Committee on the work to be produced by the student in order to satisfy the requirements of the Program.

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Instructions on the format of Research Proposal report as well as guidelines on the structure or the proposal are available in the “Research Proposal Guide”.

Research Proposal Grading:

The Research Proposal is graded as either “Pass” or “Fail”. The Research Proposal can also be graded as “Incomplete”, if the Research Advisory Committee considers that minor improvements are required before the proposal is acceptable. In such a case the student must complete the requirements of the course before the end of the semester that follows the semester on which he was graded with an “Incomplete” grade.

A student who fails the Research Proposal is permitted a second and final attempt. In such a case the student must register for the Research Proposal in the semester that follows the semester of the first examination. Failure in the second attempt will result in the permanent removal of the student from the doctoral program.

C4.4 Doctoral Dissertation:

The doctoral dissertation must include significant research findings in current scientific and/or technical topics through basic and/or applied research, which will lead to new scientific knowledge. The research must be original, innovative, and of high academic caliber so that it can be judged acceptable for publication in internationally recognized academic conferences and journals.

Instructions on the format of Doctoral Dissertation report as well as guidelines on the structure or the report are available in the “Doctoral Dissertation Guide”.

Dissertation Defense:

The student must defend the scientific research findings and the quality of

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his/her doctoral dissertation during an oral defense which takes place before the Doctoral Dissertation Evaluation Committee, and is open to the public.

At least six weeks prior to the oral defense date, the student must submit to his Research Advisor his PhD Thesis report, which is also forwarded to the rest of the Doctoral Dissertation Evaluation Committee. Committee members are allowed to provide the student with comments on the PhD Thesis report.

The dissertation oral defense is scheduled by the student's Research Advisor, in consultation with the members of the Doctoral Dissertation Evaluation Committee, at a date not later than three months after the submission of the PhD Thesis report. The procedure for the defense comprises of three stages:

- An oral presentation of the dissertation. This is in an open presentation lasting 40 to 60 minutes, with additional time available for questions from the public.
- Closed discussion of the dissertation between the student and the members of the Doctoral Dissertation Evaluation Committee.
- Meeting of the Doctoral Dissertation Evaluation Committee to make its final deliberation.

With the completion of the Doctoral Dissertation Defense, the Doctoral Dissertation Evaluation Committee submits to the Coordinator of the Doctoral Program a written substantiated proposal, which can be:

- (a) Approval of the Dissertation and suggestion for the award of the PhD degree. In this case a written substantiated proposal is forwarded, through the relevant academic bodies, to the Senate for ratification and the award of the PhD degree.

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(b) Approval of the Dissertation, with minor changes on the report, and suggestion for the award of the PhD degree. In this case a written substantiated proposal, including the suggestions to the student, is forwarded to the Senate, through the relevant academic bodies, Ratification and the award of the PhD degree, is completed after a written assurance by the student's Research Advisor that the suggestions of the Committee have been successfully addressed by the student.

(c) Reevaluation of the Dissertation. If the Doctoral Dissertation Evaluation Committee considers that major improvements are required on the dissertation report/defense, it may ask for a repetition of the defense process. In such a case the Committee must provide the student with a substantiated report on the expected improvements. The date for the second and final Dissertation Defense is decided between the members of the Doctoral Dissertation Evaluation Committee, the student and the Coordinator of the Doctoral Program.

(d) Rejection of the dissertation. In this case the Ph.D. candidate is entitled to ask for a repetition of the defense procedure. The terms and procedure for the resubmission and defense of the dissertation are set out in writing by the Doctoral Program Committee.

The members of the Doctoral Dissertation Evaluation Committee must sign the approved dissertation and submit to the Department three original copies, one for the Department records, one for the Library and one for the student. An electronic version of the thesis in PDF format will also be submitted by the student for keeping in the Department's records and for dissemination.

C4.6 Paper Publications:

The research work of the student must be published in at least three international refereed conferences or journals. At least one of these publications must be in an international journal. A student satisfies this

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requirement with either the publication of the paper or the notification of acceptance. Furthermore, a student is required to present his work in at least one conference. This can be the content of one of the required papers mentioned above.

C4.7 Graduate Seminars:

Throughout their doctoral studies, students are required to attend research/scientific seminars, talks and conferences. To satisfy the requirements of each one of these courses the student must attend at least three talks, with a minimum of 24 talks for all six courses. One-day seminars count as two talks, while conferences count as two talks per day.

Furthermore, a student is required to present his research work in at least one seminar series organized by the Department/School.

C5 Program Duration and Structure:

C5.1 Program Duration:

The program is structured in six (6) semesters of 30 ECTS credits each. The minimum duration of the program is six (6) semesters. The maximum duration of the program is twelve (12) semesters.

C5.2 Program Structure:

The program structure into courses which correspond to either normally taught courses or to activities related to the program requirements such as the research proposal the Graduate Seminars, the Dissertation Writing etc. These activities are identified with the relevant courses in order to ensure a controlled and monitored progression of the student in the program.

The program structure with the course semester breakdown must be provided in the “Doctoral Program Regulations” of each doctoral program.