

## Guide for the PhD Thesis with Co-supervision

### Ph.D. in Business Administration

1. Holders of recognised postgraduate degrees can be accepted at their request to obtain a dual Doctoral Degree under co-supervision, in the announced subjects that can be offered by the Department of “Economics and Business” of Neapolis University Pafos and the Department of "Business Administration" of the University of **Piraeus**. Neapolis University Pafos assumes the administrative, organizational and marketing responsibility for the preparation of the doctoral theses. The process of preparing the doctoral theses is prepared following the conditions defined in the legislation of the Republic of Cyprus.
  
2. Applicants must complete the special application form, which is available on the website of the two Universities accompanied by a research proposal on the proposed topic of the doctoral thesis, as well as a detailed curriculum vitae and two reference letters. The research proposal will not exceed 2,500 words (ten pages), will contain the title of the thesis, as well as the main bibliographic references which are directly related to the research subject of the proposed thesis. The content of the proposal should:
  - a. demonstrate the originality of the research proposal taking into account the existing projects and the directions of science
  - b. state the importance of the research proposal in the context of the wider scientific field of the applicant
  - c. Indicate the basic research modules that the applicant will develop based on the thesis development that will be organized and structured, as well as the methodology he/she intends to use
  - d. Identify any problems or difficulties that the applicant anticipates will face during the preparation of the thesis.

3. Applicants may submit scientific papers or scientific activity to prove their competence for scientific research.
4. The competent body of the two universities is the Coordinating Committee (CC), which is composed of the institutional heads of the collaborating Universities, according to the Special Cooperation Protocol.
5. The Coordinating Committee will conduct a preliminary examination of the application, the memorandum and the other accompanying documents of the applicant's file, according to the Guide, will validate the subject of the doctoral thesis, the proposed Advisory Committee, as defined by current legislation and will announce the applicant as a PhD Candidate. Otherwise, the Coordinating Committee either rejects the request of the candidate with a reasoned decision or asks the applicant to resubmit the research proposal with specific directions and conditions, in order to introduce the proposal for re-evaluation. The Coordinating Committee may approve the preparation of the doctoral thesis in a foreign language.
6. The Advisory Committee for the supervision and guidance of the PhD Candidate is established in accordance with the current legislation of the University which bears the administrative and organizational responsibility, namely Neapolis University Pafos, and is attended by at least two (2) faculty members, as co-supervisors. The other members can be faculty members from the collaborating Universities or another University of the country, or abroad, or an Emeritus Professor of a University, or a researcher of a recognized domestic or foreign research center, holder of a doctoral degree. The members of the committee must have the same or related scientific specialty as the one in which the PhD Candidate is preparing his / her thesis.
7. The time period for obtaining the doctoral degree cannot be less than three (3) full calendar years from the date of appointment of the Four-Member Advisory Committee by the competent bodies of the two collaborating Universities. The maximum duration of the dissertation is set at five (5) calendar years. An extension of another year may be granted in exceptional cases and if this is justified by a detailed report of the Advisory Committee and the decision from the Coordinating Committee.
8. To graduate from the Program, the doctorate candidate needs to complete 180 ECTS, of which 112,5 ECTS is for the research part of the program and 60 ECTS for the comprehensive examination, the preparation and presentation of the research proposal, and the writing up of the doctoral dissertation. Doctoral Candidates must attend the "Research Methods" course, which corresponds to 7.5 ECTS, during the first semester of the first year of studies.

9. In special cases, and after a reasoned request of the PhD candidate, a detailed recommendation of the Advisory Committee, it is possible for the Coordinating Committee to decide the suspension of the PhD Candidate for a period not exceeding one year. The suspension time is not counted in the maximum duration of the doctoral thesis.
10. During the preparation of the doctoral thesis, the Advisory Committee, in collaboration with the PhD Candidate, submits a progress report consisting of at least 500 words (2 pages) to the Coordinating Committee at the end of each year from its appointment.
11. Any change in the title of the thesis under preparation or any adjustment to the data resulting from the research of the doctoral candidate is possible, provided that it is accompanied by a substantiated recommendation of the Advisory Committee and is decided by the Coordinating Committee.
12. During the preparation of their thesis, PhD candidates must contribute to the educational process, following a suggestion of the co-supervisors at the Coordinating Committee and a decision of the latter. Weekly working hours of PhD candidates cannot exceed the ten (10) hours.
13. If the Advisory Committee deems that the thesis has been completed in accordance with its guidelines, it initiates the procedure for the final assesment. The final decision on the candidate's thesis is made by the Examination Committee forseen by the legislation of the Republic of Cyprus in which the co-supervisors participate.
14. Prerequisites for the successful completion of the process of preparing a doctoral thesis under co-supervision is:
  - a) Proven participation with paper presentation in at least one (1) international scientific conference with reviewers and publication of the article in the proceedings (Peer-reviewed - Scopus).
  - b) at least two (2) publications on a topic from his / her thesis in valid peerreviewed scientific journals, which belong to the cataloging system, Scopus, Scimago (Q1, Q2, Q3).  
Publication are made both in scientific journals and at scientific conferences and are carried out with the support, mentor and participation of the supervising and co-supervising professors.
  - c) the submission of annual reports in which it is documented by the Advisory Committee, the progress of the doctoral candidate

- d) the fulfillment of all the academic and administrative obligations deriving from the capacity of the PhD Candidate, in accordance with the provisions of the legislation of the Republic of Cyprus and the letter of acceptance.

In case of non-fulfillment of the above conditions (or some of them), the University has the right not to award the PhD degree and consequently the deletion of the Candidate.

Attached you will find (on the last page of the Guide) the Gantt Chart with a timetable of activities required for the completion of the doctoral program and which constitutes an integral part of the guide.

15. When submitting their doctoral thesis for review, PhD candidates should generally state in the Preface the sources from which they drew their information, the extent to which they benefited from the work of others, and the parts of the thesis submitted that are considered original as well as a signed Declaration of Responsibility stating the following:

***I declare responsibly that the thesis is entirely my own work and no part of it has been copied from print or electronic sources, translated from foreign language sources or reproduced from the work of other researchers or students. Where I have relied on the ideas or texts of others, I have tried my best to identify it clearly through the good use of references following academic ethics."***

16. The Turnitin policy applies to all stages of the doctoral thesis process, including the application process. The procedure for ensuring plagiarism control 01.310 can be found on the MOODLE "General Information" page under "Policies and Procedures".
17. The submitted copies of the doctoral thesis will be accompanied by a summary of around 400 words and keywords. In case the doctoral thesis is prepared in a foreign language, it should be accompanied by an extensive summary in the Greek language of up to 2,000 words. The text of the doctoral dissertation together with the footnotes and bibliography should not be less than 80,000 words and not exceed 120,000 words.
18. The final decision of the candidate's dissertation is made by the Examination Committee provided by the legislation of the Republic of Cyprus in which the cosupervisors participate. The Committee:

- 18.1 can approve the doctoral thesis as it has been submitted
- 18.2 may request minor or major modifications subject to approval
- 18.3 may refuse its approval

- 18.4 may, on a case-by-case basis and after justification, modify the conditions for the preparation of the doctoral dissertation
19. In case that minor amendments are requested, the Advisory Committee, acting on behalf of the Examination Committee, shall be empowered, upon receipt of the amendments, to grant final approval. In the event that major amendments are requested, the Examination Committee as a body must approve the amended thesis. In the latter case, the communication of the members of the Examination Committee will be done through electronic means and its decision will be final.
  20. Uploading the final doctoral thesis text onto the HEPHAESTUS repository of NUP is compulsory for all the theses prepared within the program, as well as to the National Archive of Doctoral Theses that is maintained and available by the National Center for Documentation and Electronic Content of the Hellenic Republic - only for Greek doctors.
  21. The validation of the minutes of the Examination Committee is conducted by the Coordinating Committee of the program.
  22. The grading of the doctoral thesis can be with "DISTINCTION", "EXCELLENT", "VERY GOOD" or "GOOD".
  23. After the successful defense of the doctoral thesis, the title of the doctoral degree is awarded, as a joint diploma from the two collaborating institutions. The award will mention the status of the doctoral thesis under international co-supervision of the collaborating institutions, as well as the title of the thesis, the date of support and the degree of its evaluation.
  24. Before the nomination of the candidate as a doctor, he/she must submit two copies of the thesis approved by the Examination Committee and the relevant abstracts. The Secretariat will submit the two copies with their abstracts to the Libraries of the collaborating Universities.
  25. Candidates may prepare their doctoral thesis in European or other programs in accordance with the provisions in force. This program will be provided by a special agreement to be signed between the collaborating Universities and Universities abroad. At the end of the program, the doctoral candidate will be awarded a joint degree that will be valid in the States of the participating Universities. The specific procedure of the international doctoral thesis integration program will be defined in a Special Collaboration Protocol.
  26. The University has the right to renew this Regulation for reasons of consistency with academic developments and quality assurance provisions.

27. The Doctoral Thesis Guide enters into force from the date of signing the Special Collaboration Protocol.

28. Rubric for Evaluating Thesis Defense and Rubric for Evaluating PhD Thesis

**Rubric for Evaluating Thesis Defense (15%)**

Attribute	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations
Overall quality presentation  (30%)	Poorly organized Poor presentation Poor communication skills Slides and handouts difficult to read No Slides	Clearly organized Clear presentation Good communication skills Slides and handouts clear	Well organized Professional presentation Excellent communication skills Slides and handouts outstanding
Overall breadth of knowledge  (20%)	Presentation unacceptable Presentation reveals critical weaknesses in depth of knowledge in subject matter Presentation does not reflect well developed critical thinking skills Presentation is narrow in scope	Presentation acceptable Presentation reveals some depth of knowledge in subject matter Presentation reveals above average critical thinking skills Presentation reveals the ability to draw from knowledge in several disciplines	Presentation superior Presentation reveals exceptional depth of subject knowledge Presentation reveals well developed critical thinking skills Presentation reveals the ability to interconnect and extend knowledge from multiple disciplines
Quality of response to questions  (30%)	Responses are incomplete Arguments are poorly presented Respondent exhibits lack of knowledge in subject area Responses do not meet level expected of a Ph.D. graduate	Responses are complete Arguments are well organized Respondent exhibits adequate knowledge in subject area Responses meet level expected of a Ph.D. graduate	Responses are eloquent Arguments are skillfully presented Respondent exhibits superior knowledge in subject area Responses exceed level expected of a Ph.D. graduate

<p>Use of communication aids</p> <p>(20%)</p>	<p>Communication aids are poorly prepared Too much information included Listeners are confused Communication aids are used inappropriately</p>	<p>Communication aids contribute to the quality of the presentation Appropriate information is included Listeners can easily follow the presentation Some material is not supported by</p>	<p>Communication aids enhance the presentation Details are minimized so major points stand out Information is organized to maximize audience understanding Reliance on communication aids</p>
		<p>communication aids</p>	<p>is minimal</p>

**Rubric for Evaluating PhD Thesis (85%)**

Attribute	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations
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<p>Overall quality of theory / science</p> <p>(20%)</p>	<p>Arguments are incorrect, incoherent, or flawed</p> <p>Objectives are poorly defined</p> <p>Demonstrates rudimentary critical thinking skills</p> <p>Does not reflect understanding of subject matter and associated literature</p> <p>Demonstrates poor understanding of theoretical concepts</p> <p>Demonstrates limited originality</p> <p>Displays limited creativity and insight</p>	<p>Arguments are coherent and clear</p> <p>Objectives are clear</p> <p>Demonstrates average critical thinking skills</p> <p>Reflects understanding of subject matter and associated literature</p> <p>Demonstrates understanding of theoretical concepts</p> <p>Demonstrates originality</p> <p>Displays creativity and insight</p>	<p>Arguments are superior</p> <p>Objectives are well defined</p> <p>Exhibits mature, critical thinking skills</p> <p>Exhibits mastery of subject matter and associated literature.</p> <p>Demonstrates mastery of theoretical concepts</p> <p>Demonstrates exceptional originality</p> <p>Displays exceptional creativity and insight</p>
<p>Contribution to discipline</p> <p>(60%)</p>	<p>Limited evidence of discovery</p> <p>Limited expansion upon previous research</p> <p>Limited theoretical or applied significance</p> <p>Limited publication potential</p>	<p>Some evidence of discovery</p> <p>Builds upon previous research</p> <p>Reasonable theoretical or applied significance</p> <p>Reasonable publication potential</p>	<p>Exceptional evidence of discovery</p> <p>Greatly extends previous research</p> <p>Exceptional theoretical or applied significance</p> <p>Exceptional publication potential</p>
<p>Quality of writing</p> <p>(20%)</p>	<p>Writing is weak</p> <p>Numerous grammatical and spelling errors apparent</p> <p>Organization is poor</p> <p>Documentation is poor</p>	<p>Writing is adequate</p> <p>Some grammatical and spelling errors apparent</p> <p>Organization is logical</p> <p>Documentation is adequate</p>	<p>Writing is publication quality</p> <p>No grammatical or spelling errors apparent</p> <p>Organization is excellent</p> <p>Documentation is excellent</p>



# PhD Dissertation (Gantt Chart)

From the beginning of year 1 to the submission of PhD Dissertation (Gantt Chart):

