



NUP PhD Research Quality Assurance Code
For the PhD Program
International Relations and Security

[PhD Guidebook](#)

Quality level supervision with a productive assurance of research, teaching development and pedagogy 2025

NUP Research Quality Assurance Code.

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Overview:

- All PhD candidates at Neapolis University Pafos, deserve good and high-quality supervision and a productive relationship with their supervisory team.
- NUP supports students at the level of a PhD scientifically and with various sources of funding.
- NUP supports academics in developing their supervisory skills and exploring best practice, while also support faculty in terms of funding and research needs,
- NUP supports faculty and students in taking part, or conducting workshops and seminars annually.
- The department will be evaluating year-long processes and workshops to assure quality enhancement in collaboration with the office of quality assurance.
- NUP supports external sources of funding for all related affairs at the PhD. And annual projects possible expenses in the annual budgetary expenses.

This current document is a policy guideline of NUP for PhD level research, observation and rules. This is a code of quality assurance for both supervisors and prospective and current PhD candidate students. This code is publicly available through our site.

At the end of this code of research quality assurance code, we present a Gantt Chart, that visualizes the timeline of progression of both the PhD supervisory mission and actions and prospective students at the level of the PhD. The initiation, the process and development to the completion of the PhD.

Note: NUP is an equal opportunity employer. It supports gender balance recruitment in both permanent faculty and staff, while also prospective students.

RESEARCH DEGREE QUALITY ASSURANCE CODE

Objectives:

- (i) to help clarify correct procedures at the various milestones of the research degree
- (ii) to help quality and ensure each aspect in consideration of the research degrees,
- (iii) to inform enhancement and improvement activities across Neapolis University Pafos (NUP)
- (iv) envision development with prospective partners (i.e. Institutions and affiliates and experts, supporting both the academic community and environment but also the prospective students' and faculty options for constant pedagogical development in all related and discipline fields.

In specific:

- The current policy code meets the Quality assurance of the Republic of Cyprus by following specific Guiding Principles as presented forth and presented publicly online.
- Provision of information is clear and accessible to PhD candidates and staff.
- The research environment is supportive and inclusive for all PhD candidates.
- Research supervisors are appropriately skilled and supported.
- PhD candidates are afforded opportunities for professional development.
- There is a monitoring process of progressions, defined and operated.
- Clear guidance and processes on assessment for research degrees is provided.
- Morality and ethical values are embedded in the policy framework as a code of conduct.

Chapter 1. ADMISSION & INDUCTION PROCESS

Provision and Principle: Accessible to research students and staff for the PhD program online.

- **PhD Research Degree admissions fall within the scope NUP's Admissions Policy.**
- **All applications are made on-line through the university system.**
- **Once the application is complete and the due date of all applications has expired. The application is evaluated that all documentation is completed.**
- **Then directed to the department and the related department general secretariat and the coordinator of the program.**

Note: There are requirements of entry level.

The normal entry requirement for a PhD research degree is a degree with good or excellent standing grade system as per the NUP grading system or equivalent.

The applicant should have a MA degree and have provided all related grades. Should be a directly related MA degree in the fields of security, strategy, international affairs and/or politics and/or a relevant master's degree or equivalent from law school and other schools of social science.

An applicant can also be accepted if enough related experienced work is evident in the above-mentioned fields or if his/her degree fall in an inter-disciplinary science.

Entry requirements are published and made available to potential applicants. Prospective applicants are advised to visit the department website to see the expertise of each faculty and communicate with the purpose of raising a question of possible acceptance of supervision. (This is in good faith communication to check the current research needs or ability of the potential supervisor to supervisor a PhD Dissertation).

- Admission procedures follow the process of evaluation (by an established committee consisting of 3 members (from the department and in cases that there is no direct or interdisciplinary affiliation a colleague from another any other public or private university can be invited)).
- The evaluation process is followed by a second level formal interview.
- Followed by a qualifying examination or a requirement to undertake preparatory research training or English language courses. If they do not meet the standards or a B2 or C1 level English writing and speaking.

Admissions committee decisions will typically need to take account of the following:

- The applicant academic history and qualifications.
- The scope and potential of the proposed research project. (to include the research methodology and timeline of progress and activities along also with 2 Scopus led publications as minimum **Scopus, Scimago (Q1, Q2, Q3).**).
- The availability of academic expertise and supervision. (Each supervisor can supervise up to 5 PhD supervisions.
- The availability of resources and equipment to support the project.

The choice of research topics for applicants is likely to be constrained by the availability of relevant academic expertise within the department. And in some cases, by the nature of studentships being offered. A reasonably developed research proposal must be agreed between the postgraduate researcher and the department and potential PhD supervisor as stated above, to allow for informed decisions to be made at the appropriate time.

Note that NUP can hold co-supervision with faculty that are not permanent members of NUP but who fit the profile of the proposal. NUP has a wide range of faculty from European and Non-European Accredited institutions that may co-supervise, as long as one member of the examining initial 3 member of committee is part of NUP permanent academic staff and from the specific department.

Where flexibility is required or desirable in the initial stages of study then offers for admission can be made on this basis - so long as it is clear to the Postgraduate Researcher when and how a final choice of topic is to be made.

The rejection of applicants must be based on clear and objective grounds, handled with sensitivity and should ideally include constructive feedback to the applicant, although the volume of applications in some areas may preclude this.

All courses/modules, and training courses at NUP for the PhD program, are delivered in English.

- For any applicants who are non- native speakers of English must be able to provide certificated evidence of English language skills - the normal minimum entry level of English is 6.5 at IELTS or equivalent although Schools may set entry levels higher than this for particular disciplines.
- PhD candidates at the level of PhD who require a Visa for study in the Republic of Cyprus must apply for clearance as per the rules of the Republic of Cyprus Ministry of Interior and Education.
- Students must have the financial ability to support the PhD program, whilst also to be able to apply for European and Non-European Grants and also University grant. The university supports also students in applying for university scholarships for students that designate excellence in their study abilities.
- **Should be made aware that A completed PhD should comprise of minimum 80000 words and maximum 120000 Words (without the bibliography/citation -Chicago Style)**
- **A completed PhD program should include by the time of completion of program 2 Scopus articles published -part of the PhD and in direct relevance to subject of research (hence between the 2nd and 3rd year submission of the two articles should be taking place). (without the bibliography -Chicago Style of Citation) (Scopus, Scimago (Q1, Q2, Q3)**
- Students who are already enrolled in an MA program of NUP and wish to continue on a PhD level study, need also to provide evidence of solid scientific professional value and excellence in their grades to be able to apply for scholarship.

- The decision to admit is taken by the Head of Department, on behalf of the PhD examining board on the advice of relevant committee consisting of the potential supervisor, the committee member and the program leader.

Note: The formal offer of admission to a candidate includes all relevant details of the proposed course of study including duration and fees payable and must indicate clearly any conditions attached to the offer. Note: all accepted PhD candidates as students of NUP, must fulfil all academic and administrative obligations arising from beginning to end of studies, from the status of Doctoral Candidate, in accordance with the provisions of the legislation of the Republic of Cyprus and the letter of acceptance.

Admission will only be offered on the basis, that the University is satisfied and meets quality conditions and that the research proposal is complete and accurate. Further, that the Postgraduate Researcher will have access to similar levels of support and supervision as on-campus Postgraduate PhD Researcher.

All collaborative provision is subject to University's quality assurance procedures.

INDUCTION

- The Department organises an induction event or programme of events for new candidates.
- NUP has up to three standard start dates for new candidate each year.
- There are University-level welcome events and new should be encouraged to participate.
- Welcoming dates are advertised by all Schools and NUP central administration.
- Non-standard start dates can be approved by the School's PGR Lead for good reasons such as the seasonality of certain research topics and external funding starting at a specific date.
- Supervisors, department coordinator and head of department must ensure that any new Postgraduate Researcher who starts is provided early on with an effective welcome date. But also an induction from the school/department as well.
- The Department keeps a record of when its new Postgraduate Researcher participate in welcome & induction activities.

New PhD candidates must be fully briefed on:

1. the responsibilities of supervisors and the expectations of PhD candidates at the PhD level
2. the research and generic skills training available, research integrity/ethics, library, IT and student support resources, teaching/demonstrating opportunities,
3. the research degree upgrade and thesis monitoring arrangements.

All PhD candidates must be made aware of the function of the Thesis Monitoring Committee and progressions steps.

Should be shown and explained the Gantt Chart.

To be informed of all criteria of the bi-monthly review and the annual evaluation.

Prospective candidates must also be told how they can raise any issue concerning Thesis Monitoring and its effective operation with the Programme Leader or equivalent in the department or school.

Should be made aware of:

- A completed PhD should comprise of minimum 80.000 words and maximum 120.000 Words (without the bibliography -Chicago Style of Citation).
- A completed PhD program should include by the time of completion of program 2 Scopus articles published. (hence between the 2nd and 3rd year submission of the two articles should be taking place). (Scopus, Scimago (Q1, Q2, Q3) and should be directly linked with the research of the PhD topic and research approved.

The department dedicates related and specific departmental information for new PhD candidates, which must include reference to this Code and relevant University's policies and procedures. This includes health and safety and equality and diversity regulations and policies.

The department ensures that contact between new PhD candidates and their supervisors is made as soon as possible after matriculation.

The 3-member advisory committee headed by the supervisor in line with the Quality assurance of the Republic of Cyprus and as agreed by the accrediting committee.

New PhD candidates should be encouraged to attend any relevant University, student society induction event.

Student Services inform all new PhD postgraduate candidate researchers of the requirement to matriculate in person (or online in exceptional circumstances), with documentary evidence of identity, funding and (if applicable) immigration status.

CHAPTER 2. SUPERVISION. SUPERVISORS AND PHD CANDIDATES

Principles:

- **The research environment is supportive and inclusive, where gender equality is also achieved for all PhD students and faculty.**
- **Supervisors are appropriately skilled and supported.**

APPOINTMENT OF SUPERVISORS- THE SUPERVISORY TEAM

Each Postgraduate Researcher has three supervisors: one of which has completed at least a full one cycle of a PhD. Members can include Professors, Associate Professors, Assistant and Lecturers. But there is a need to at least two members to be either full professor and/or Associate Professors.

Supervisors are proposed by the Program director. And accepted or subject to change by the Head of Department of NUP. This further is by validation by the Dean of School and the University Senate.

In appointing supervisors Heads of department, must ensure that the University criteria for the appointment of supervisors are met and that no member of staff acts as the main supervisor for more than 5 full-time students.

PhD candidates can also have joint or co-supervision as stated below. However, one of the main supervisors must be a full member of the NUP University staff.

FACULTY CERTIFICATION & TRAINING

The department agrees and publishes clear criteria for the accreditation of supervisors as permanent faculty members of NUP as elected staff at NUP.

NUP's model includes a requirement to continuously enhance professional and pedagogical professional development and training programs tailored for research supervisors that is to be organized annually.

All supervisors are also expected to have completed an NUP/ Departmental Research Integrity Training.

Delivery of these training sessions should be provided by experts in the field from affiliated or associated other educational institutions or pedagogical institute of Cyprus or be allowed as supervisors and potential supervisors to attend what is a compulsory training program annually

for professional development for training on supervision and research while also research integrity.

JOINT SUPERVISION/ CO-SUPERVISION

PhD candidates may be assigned a supervisor (joint or co- supervision with NUP depending on the specialization requested on the PhD). More so in cases where more than one School is supporting the research project and assures quality as an output of the PhD.

The department has assured co-supervision with faculty from European and Non-European Accredited Institutions that meet the market demand and specialty but also disciplinary or inter-disciplinary approach.

In all cases of joint supervision across different departments/schools/universities or disciplines the percentage split of duties between the supervisors must be agreed and recorded on an annual basis and made clear to the student concerned.

External co-supervisors are welcomed at NUP. They are necessary to appoint one as supervisor if the specialty is required. However, in the 3-member committee as stated earlier one member should be a permanent faculty member.

Head of Department and Dean of School, have the authority to make such appointments but must ensure that external experts are suitably qualified.

The University and Department is responsible for all related contractual and remuneration matters.

RESPONSIBILITIES OF SUPERVISORS

The 3-member committee provides

(a) guidance about:

- The perspective, the methodology and expected outputs of research.
- the methodological approach and progression plan
- Expected standards of a PhD output
- Timeline and planning of the research and the program.
- Requisite research methods by completing the course followed by the training seminars and research activities.
- Agreeing with related NUP regulations governing research at the University (e.g., research code of department, evaluations during the program, engagement in community and research, ethics, health and safety)
- Candidates of the PhD should know from early on the timeframe of the PhD and the possible reasons of delay and extension that may be accepted.
- Should also know the minimum and maximum wording of the PhD 80000 words to 12000 Words (without the bibliography -Chicago style).
- appropriate publication practice and research data management.

- The Gantt Chart proposed and approved by the main supervisor.

(b) making clear to PhD postgraduate candidate researchers that, while the course of study for that degree includes

- a course of training in research methods
- yearly seminars and trainings that the student is compulsory to follow as per the ECTS as per the Gantt Chart,
- participation in the departmental collaboration and community and support where required or asked by the head of program of PhD or the leading supervisor;
- the outcome of a PhD degree is awarded only for original work;

the completion of the PhD should include a minimum of 2 published articles on Scopus **(Scopus, Scimago (Q1, Q2, Q3) by the time of completion of the PhD program, part of the PhD and direct relevance to subject of the PhD research.**

(c) meeting (online or in person) with full-time candidates delivering progress reports based on the Gantt Chart, every semester, and to be assessed yearly on the course. Meetings should take place when required or requested or as mentioned based on the Gantt chart.

Specifics:

Year 1 is considered completed: (on the successful completion of the course, presentation of development and training seminars

Year 2 is considered completed: (on the successful completion of training seminars, potential development of the final Scopus publications (by the end of the PhD), while also development of research chapters and

Year 3 is considered completed when: (on the successful pedagogical, training seminars, finalization of the articles to be delivered and evaluated for Scopus publication(s) -prior to completion of the PhD program and development of remaining chapters of the research and also preparation for the defence of the dissertation -thesis-).

Overall expectation:

Timeline of meetings should take place at least fortnightly during the first 3 months of the research degree programme or project.

Thereafter meetings must take place at least monthly. And when and where requested. Supervisory meetings may be taken by the main supervisor alone.

(d) making a note of the details of all formal meetings with PhD candidates including substantive outcomes of all scheduled supervision meetings or ensuring that a record of outcomes is compiled by the Postgraduate Researcher and countersigned by the supervisor on a bimonthly basis and then yearly basis.

(e) giving specific advice on the necessary rates of progress of successive stages of the work so that the whole may be submitted within the scheduled time;

(f) requesting written work as appropriate, and returning such work with constructive feedback in good time;

(g) coordinating the Upgrade Review at the end of the first year of study and the subsequent Annual Progress Reviews;

(h) working alongside in building pedagogical and research skills.

- (i) ensuring that the Postgraduate Researcher has opportunities to present their work in conferences, seminars and meets with the thesis monitoring committee as required and publish articles on Scopus (**Scopus, Scimago (Q1, Q2, Q3)**).
- (ii) Participating to EU funded programs or related processes that reflect institutional collaborations of the Department
- (iii) where applicable to help open new networks and collaboration

(j) ensuring that the candidate is made aware of inadequacy of progress or of standards of work below those generally expected and arranging any supportive or ameliorative action necessary.

(k) ensuring, within the limits of available resources, that the university provides adequate option for accommodation and equipment for the PhD candidate.

(l) ensuring that a completed 'intention to submit' pro forma is submitted to the Registry at least three months before the planned date of the candidate Dissertation Defense -Viva-, with the signatories of all 3 members and the candidate. In thus initiating the process of two more external members of the examining committee that should finally consist of 5 members during the time of the Viva.

(m) making use of relevant staff development and quality enhancement opportunities as an integral part of duties as supervisor or co-supervisor.

In specific, supervisors should complete annually a course of fundamentals of PhD Supervision. (This course is for anyone who is currently supervising PhD students, or who will be supervising PhD students in the near future). The University and department should allow you to follow any institution or organization that provides such certification or the Department and the University or the associations with other institutions can create and organize it, on an annual permanent basis.

The information covers material which will help supervisors to support students during the whole PhD lifecycle from recruitment to completion. These include:

- Recruitment and induction of PhD students

- Supervisor responsibilities while building effective relationships.
- Managing progress
- Supporting students through completion and final examination
- Supporting wellbeing, and professional and career development

Where there is no formal course to be handled be delivered by NUP and or the department or to be organized with the participatory members of other institutions, then the faculty is entitled to pursue a program related in other institutions and apply for financial support to attend the program training course.

(n) Supervisors are expected to collaborate between them and with the PhD candidate researcher. To be actively involved and interested in the good output of the PhD candidate researcher' work and the efficiency of his abilities. Members of the committee are to have an active interest and participation. To provide additional support whenever this is required.

(o) The role of the supervisors includes clear responsibilities of each of the members of the committee. Each of the responsibilities should be clearly differentiated. Where the main supervisor becomes unavailable for whatever reason, the second and third supervisors are expected to act in their place until such time as a new main supervisor joins back. In case that the main supervisor can no longer be a leading supervisor needs to inform the coordinator of the PhD program and for the coordinator to appoint a new three-member committee, based on accurate and research based standards and university PhD practices of appointing a three member committee.

The Department has the right to further specify the role and responsibilities of second and third supervisors. But also needs to assure keeping track written record of each of the committee assigned, with the Department secretariat.

Supervisor Accreditation Context

The department requires that all staff appointed as research degree supervisors have the necessary skills and experience to support PhD candidates successfully. The University has agreed a standard set of criteria for research supervision accreditation.

Standard Criteria The University can accredit members of the academic staff as research degree supervisors if they

- (i) are currently employed by the University in a post that includes research degree supervision as an integral duty
- (ii) are able to demonstrate possession of the appropriate skills and subject knowledge; and
- (iii) are normally engaged in research of the highest standard
- (iv) have attended and successfully completed their own respective or NUP's training on research degree supervision or equivalent.

- (v) Supervisors who are acting as a first supervisor for the first time will be paired with an experienced accredited co-supervisor. For this purpose, “experienced supervisor” means that the supervisor has provided supervision through to submission and examination for at least one full cycle of PhD supervision as stated earlier.
- (vi) supervisors must complete a physical or online research integrity module.
- (vii) On several occasions it may be necessary to appoint an external expert from outside of the academic Schools of the University to act as a supervisor.
- (viii) Head of Department and coordinator of the PhD Program, have the authority to make such appointments but must ensure that external experts are suitably qualified and one member of examining committee is a full time member of NUP.
- (ix) NUP is responsible for all related contractual and remuneration matters of supervision.
- (x) The Department, the PhD Doctoral school and coordinator of the PhD Program, of NUP according to NUP rule should develop procedures where staff seeking accreditation are able to act as associate supervisors for PhD candidates with mentoring provided by either the main supervisor or by another experienced supervisor.
- (xi) These additional criteria must take into account the overall aims of the University’s approach to accreditation and the requirement to support academic staff seeking to gain the skills and experience needed for accreditation by providing opportunities for constant training and mentoring.

RESPONSIBILITIES OF PHD CANDIDATE RESEARCHERS

Main responsibilities and actions required by the PhD candidate required to:

- accepting ultimate responsibility for their own academic work,
- the development of their own original research and their own progress towards submission for the degree;
- ensuring that they are familiar with relevant aspects of the University and Department regulations, including degree regulations, policies on plagiarism and academic dishonesty, research ethics and integrity, health and safety;
- participating in relevant training programmes (Research Method Course and all compulsory seminars, including research integrity training);
- undertaking two weeks of transferable skills training per year: (PhD candidates are strongly advised to discuss their workshop choices with their supervisors);
- (agreeing a schedule of meetings (at least monthly for full time PhD candidates) with their supervisors and attending those meetings (on-line or in person));
- discussing with their supervisors the type of guidance and comment they find most helpful;
- taking the initiative in raising problems or difficulties, however elementary they may seem with their supervisors;

- maintaining progress on their research in accordance with the timetable agreed with their supervisors including, in particular, submitting written material where required in sufficient time to allow for comments and discussion before embarking on the next stage of their research;
- keeping a record of meetings with their supervisors, which should include a note of items for action;
- providing as required, brief formal reports to the 3-member committee as Dissertation Monitoring Committee (every 2 months and with the annual report), (with the assistance of their research supervisors);
- deciding when they wish to submit their thesis for examination, taking account of the views of their supervisors (which are advisory only); while assuring that the paper has been edited, amended and corrected for English and syntax but also meets that PhD required standards of the 3-member committee
- completing, in agreement with their supervisor, a Thesis Deposit Agreement and depositing the Dissertation to the Department and once completed and corrected (if any) assuring the quality standards of a PhD and deposit officially at HFAISTOS program of NUP.
- The Department has an appointed coordinator or equivalent who is the person in contact PhD candidates can turn for advice and information on any aspect of the research degree programme, including supervision, thesis monitoring, upgrade review, intention to submit and final submission. The full range of duties must be complementary to existing supervision and thesis monitoring arrangements.
- A list of advisers and potential supervisors and co-supervisors from NUP and other partner institutions and faculty will be maintained, updated, and be established considering the speciality of the PhD title.

CHAPTER 3 MONITORING & PROGRESS

Principles:

- To monitor committees
- Monitor progress
- Increase quality control

DISSERTATION MONITORING COMMITTEES

The Department with the coordinator of the program of the PhD must establish a Dissertation Monitoring Committee (or Committees).

- The main purpose of the Committee is to provide an independent assessment of the progress of the PhD candidate. And among others the quality of their research supervision yearly consisting of an evaluation that is conducted every two months and annually for the annual progress.
- Meetings of the Committee are required. Minutes of meeting should be taken.
- The committee needs to provide an opportunity to the researchers to draw attention to any difficulties that may have risen during the Supervisor relationship.

- Thesis Monitoring Committee meeting may be held on-line or in person at the discretion of the Committee.

DUTIES AND RESPONSIBILITIES OF DISSERTATION MONITORING COMMITTEE.

Dissertation Monitoring Committees are responsible for

- (i) providing an assessment of the PhD candidate researcher progress and their readiness for an upgrade review;
- (ii) providing an assessment of the supervision and arrangements. In exceptional circumstances the committee might also recommend changes to supervision arrangements;
- (iii) changes to the research project and/or research methodology;
- (iv) to request further timing
- (v) to propose the other two members external of evaluation of committee for the PhD to the Head of Department who takes the decision on the final 5-member committee.
- (vi) to terminate the Postgraduate Researcher' studies.
- (vii) **COMPOSITION** The Committee must consist of at least one members of NUP permanent academic staff; and could allocate co-supervision with another institution as long as there is a permanent staff member from NUP in the three member committee.
- (viii) The members of the committee should consist also of various ranks in order to support lecturers, assistants and associate professors but should include at least one member that has completed a single full cycle of PhD student supervision.
- (ix) All faculty should be holders of a PhD and should have completed at least MA thesis supervisor status thesis.
- (x) The Committee need to contain a member of academic staff with expertise in the specific field of research, since the committee's role is primarily concerned with progress issues and relationship is operating successfully.
- (xi) The Committee composition should allow for continuity of support. Support the student and support constant pedagogical training for all as a compulsory status for both the PhD candidate and all members of the committee. Where a financial expense is required, then the student and faculty can apply at the leading institution to support their financial expenses (travel, lodging and stipend throughout the duration of the training course and trip). Such a support should be completed by the NUP application made at the time with prior pre-approval.

MONITORING OF INDIVIDUAL PHD CANDIDATE PROGRESS

The Committee must consider the progress of full-time PhD candidates every two months and complete an annual assessment/ per year. This is applicable for full time and part time students.

All departments and schools at NUP are encouraged to scheduled additional meetings as required.

Researchers' progress must continue to be monitored until the PhD candidate has submitted the thesis to the department secretariat and awaiting date and time of the viva in front of a 5 member of committee.

ATTENDANCE OF SUPERVISORS

Supervisors should attend and organize the meeting at the committee's discretion.

All meetings should keep a track record through Minutes of Meeting (MoMs) in written.

In turn, supervisors should provide to the secretariat of the Department and the PhD school a record of meetings of the Committee – including a note of agreed actions points and any advice or recommendations made (in confidence or otherwise) by year also confirming all bimonthly meetings to have been achieved.

CONFIRMATION OF REGISTRATION FOR A RESEARCH DEGREE: UPGRADE REVIEW

PhD candidates should complete their annual upgrade Review at the end of the first year/second and third of study. These criteria comprise and should be included in the report:

- a. substantial written report or relevant body of work by the PhD candidate and in signature of all members of committee by the end of report;
- b. Methodological research and timeline of activities;
- c. a presentation by the candidate at an appropriate forum of peers;
- d. a lecture at department level and/or university;
- e. participation in research led presentation of PhD work;
- f. participation in writing of 2 minimum scientific articles (Scopus) **Scopus, Scimago (Q1, Q2, Q3)**. By time of graduation;
- g. recommendation to follow by the Lead member of committee to the program coordinator/director of the PhD program and the Head of Department;
- h. recommendation to follow from the three-member committee to the program coordinator/director of the PhD program and the Head of Department;

Where satisfactory progress has not been made, the main supervisor(s) can recommend that the Upgrade be delayed for a specified period, or that the candidates for further training

courses or seminars or language skill sets originally intended, or, where progress is particularly unsatisfactory, that the Postgraduate Researcher's registration be terminated.

Decisions made by the department on the upgrade of research students to degree candidates may be subject to appeal in 10 working days. And should be examined by the Department Head and the PhD Director within 10 working days (including reply to the student or committee members or in its totality committee).

MoMs must be kept at all times. Must be submitted to the secretariat and added to the file of the student to the doctoral school through the department administration.

ANNUAL PROGRESS REVIEW

Each Postgraduate Researcher must re-matriculate at the start of each academic year. The matriculation process will be enabled for each Researcher only when satisfactory progress is reported.

Where the researcher is fit to continue this should be clearly mentioned in the end of the annual progress review by the end.

Where a researcher's progress is not the expected one. Where the Dissertation Monitoring Committee and /or the main supervisor(s) have doubts about the researcher's ability to complete the degree the matter must be reported to the program coordinator/director and to the Head of Department and Department secretariat.

Should also follow a recommendation that either:

- (i) the candidate to be allowed to proceed to the next year of study subject to certain conditions being satisfied (for example: certain experimental work being concluded, or written work submitted for review etc.) in accordance with an agreed timetable or
- (ii) that studies should be terminated due to unsatisfactory progress or failure to meet previously agreed conditions.

Note: Researchers are able to appeal against a department decision within 10 working days upon date of announcement of the committee, on their unsatisfactory progress. Then a postgraduate appeals procedure by the Head of Department, coordinator or program and an external member of NUP department is arranged. Decision should be taken within 10 working days.

TERMINATION OF STUDIES

- Studies may be terminated under one or more of the following circumstances:
- (i) unsatisfactory progress or failure to meet previous agreed conditions for continued studies;
 - (ii) sustained lack of engagement with supervisors or thesis monitoring arrangements;

- (iii) failure to meet mandatory attendance requirements made clear in studentship terms and conditions.
- (iv) If a Postgraduate Researcher becomes liable for termination of studies then the School/department must issue a formal Liable for Termination notification. The notification must specify the reasons for termination only upon agreement of the three member of committee and the program coordinator/supervisor and head of department.
- (v) Each Termination of Studies action will be reviewed by the Dean and reported to School Board If necessary.
- (vi) If a researcher seeks to voluntarily withdraw from their studies and a Liable for Termination notification has not been issued then the Termination of Studies procedure will not apply.
- (vii) The withdrawal date should be negotiated by researcher and their supervisors and only applied upon confirmation from the department. No financial implication should carry the university and all related academic fees of the year should be paid in full.

CHAPTER 4: RESEARCH, SKILLS TRAINING AND CAREER PLANNING

Principles:

- **The research environment is supportive and inclusive for PhD candidates.**
- **Research students are afforded opportunities for professional development.**
- **Training is constant, inclusive to both faculty and PhD candidates.**

PhD CANDIDATES RESEARCH METHODS TRAINING (courses and seminars)

PhD candidates must complete a cycle of research that includes a course of research methodology.

Create a professional research environment that is supportive both in an academic and professional environment.

PhD Candidates and faculty must have access to research, professional and transferable skills training as an integral part of their research degree programme.

In specific:

- a. PhD Candidates have to complete a research method course (7.5 ECTS)
- b. PhD Candidates should attend a compulsory seminar on research plan and methodology (3 ECTS of 20 hours). Year 1 semester 1
- c. PhD Candidates should attend a seminar on the nature of research in social science to include: The nature, progress and process of research; research strategic methods; how to write a literature review. How to create accurate and updated research questions. How to create research designs. At this stage students are to provide submission of literature review and PhD structure in collaboration with their faculty (3 ECTS of 20 hours). Year 1 semester 2.

- d. PhD Candidates should attend a seminar on the nature of quantitative and qualitative research; Concepts and measurements; validity and reliability in quantitative research and qualitative research such as interviews, ethnography and focus groups. Should examine quantitative and qualitative sampling, how to conduct structured interviews and how to create questionnaires designing questions; (3 ECTS of 20 hours). Year 2 semester 1
- e. PhD Candidates should at the same time: submit literature review and structure among others during year 1.
- f. Provide content analysis; secondary analysis and official statistics (if any), year 2.
- g. Writing quantitative and qualitative research and provide during year 2 and year 3, PhD chapters samples.
- h. The head of the PhD should create a workshop each year, for students and faculty working in groups, along the side of the supervisors and committees on the respective program. (The workshop should last 3 days/annual workshop on PhD.

Overall, every PhD candidate researcher, must discuss their training and development needs with their supervisors and the Dissertation Monitoring Committee as scheduled every two months as minimum and/or when required and must be recorded.

PhD candidates should be encouraged to identify any need for formal research methods training to successfully carry out their research project.

If interdisciplinary or in related disciplines, it might be possible to identify an existing research methods module that can be useful and be delivered either at NUP or any other institution. If finance is required, then the department should assist the PhD Candidate in taking part of a workshop/seminar and or training course and supporting financially the PhD candidate.

Other disciplines might require practical training in the experimental stage of the PhD. In planning a research student's formal training, the requirements of external funders and sponsors should be considered. Some disciplines may require successful completion of a taught research-training focused workshop or seminar.

All of the above-mentioned processes are required to build upon skill sets and pedagogy in research methodology for the PhD candidate.

SKILLS TRAINING FOR PHD CANDIDATES

Professional development skills training allow PhD candidates to become more effective, efficient and confident as professionals and hence reach for competencies of professional career development and application.

The program requires compulsory workshops either offered from NUP or other affiliated institutions or other universities that are aligned with a development framework.

All candidates are required to undertake the equivalent of two weeks transferable skillstraining for each year of their study. And should be effectively shown in the annual progress reports.

Candidates are also required to undertake equality, diversity and inclusion and relevant research ethics and integrity training appropriate to all disciplines of the PhD.

Professional training opportunities on research integrity and public engagement in also encouraged. This activity encompasses among others mental health and well-being of PhD candidates and is aimed at fostering a sense of community and inclusivity.

CAREER PLANNING AND EMPLOYMENT OPPORTUNITIES FOR CANDIDATES

PhD Candidates have access to the University's Career Service who can assist with all aspects of career planning. More so, within the development framework students should be provided a career workshop by the University's career offer to write, present and how to practically blossom their curriculum vitae. This is part of their work to support the professional and career development.

LECTURING AND TEACHING ASSISTANSHIP FOR CANDIDATES

PhD candidates bare the responsibility to ensure that successful progression of their research is made. Candidates need to take on significant commitments within the academic community, so they learn the research and teaching environment of NUP.

They must aim for a balance between employment and their research degree studies. Supervisors and other academic colleagues should provide the opportunity to lecture within BA or MA classes. Also learn pedagogical approaches to teaching and learning. Flip classes within the MA and provide were possible for candidates to become teaching assistants. More so to initiate or add candidates or new funded or co-funded research projects were applicable.

As part of standard teaching duties candidates may be involved in assessing formative or tutorial work of students but are not expected to act as examiners. The main idea is to learn how and assume collegial methods and duties of collaboration in teaching and research. Students should not be engaged more than 15 hours per week in such duties.

PhD candidates that may wish to gain professional accreditation or recognition or validation of pedagogy may do so. University can assist them in collaboration with the pedagogical institute of Cyprus so they may join workshops and research seminars that they will meet and receive appropriate credits for in-class teaching and pedagogy.

FACULTY TRAINING AND LEARNING FOR PHD PURPOSES

Faculty learning and teaching at the PhD level, also considered supervisors or co-supervisors permanent staff of NUP or in collaboration and all members of committees.

They need to compulsory and annually take part and or prove participation in seminars and workshops related with skill set training, research professional and academic (at the level of PhD), pedagogy and issues of ethics, good conduct and elements of equality and gender balance.

These annual events, are there to enhance pedagogical tools, enhance and updates research skillsets, methods or research approach and enhance ethics and values, among others. It should be the case that the supervisor teaches other faculty and supervisors and who teach at the University and as such enlarge research methodological tools, skills, values and ethics in the academic community.

For those that are in collaboration with NUP but not permanent staff of NUP, the choice would be either to take part in the same workshop-seminar to be conducted by NUP or be associated with their own university or other related institution and provide evidence of such annual achievement.

What is now called as annual pedagogy and morphology training faculty seminar is compulsory. Where there is a financial need should be supported by the NUP for permanent staff and should be in collaboration with non-permanent staff of NUP. If it is organized by the Department should be in line with the annual department budget, so the seminar should be conducted. While all faculty should also be invited to participate. Yet to be compulsory for those in the PhD program.

The program should consist of a week of 5 daily workshops, a peer observation exercise, method of research, teaching and supervision but also qualitative and quantitative methodological approaches.

More so, the seminar should include with the introduction and training on new technology tools. In this case an extra workshop if required should be provided by either other departments/schools of NUP personnel or experts in the field of technology.

The annual weeklong seminar has key academic and practical objectives: knowledge, abilities methods to facilitate and increase research methods and assure qualitative and quantitative information.

Where necessary to apply for specific discipline this workshop, the coordinator/director of the PhD should be aware to support the creation of this annual workshop in this specific discipline with the specialty experts. And should split each day in various pedagogy and disciplinary approaches.

This annual week-long seminar should be disclosed to all supervisors and co-supervisors as paid work. Seminars should be defined as employment long-duty and should not be more than 12 hours per week -excluding technology workshop-).

Such workshop and seminar should be projected annually and where applicable to be created and supported by NUP in its totality as stated above.

Where this is not feasible, it is the duty of the supervisors and instructors at the PhD level to find an appropriate university, institution and academic research led organization that may either a. organizes such an event at NUP premises annually. b. applies for financial support by NUP to attend similar workshops in Cyprus or in other country vicinity c. bring forward consultants that may provide equal opportunity knowledge.

All workshops and seminars are to be evaluated by the end so faculty can evaluate lessons learned and add each time a new set of values. Evaluation is department wide applicable to all related seminars and workshops for both PhD candidates and faculty.

CHAPTER 5 SUBMISSION & EXAMINATION

PRINCIPLE OBJECTIVES:

- **NUP clear guidance and processes on years of enrolment, writing, submission and assessment for the PhD .**

SUBMISSION TIMETABLE

The normal period of PhD level course of study, calculated by reference to the number of consecutive years from first registration to submission of thesis or dissertation, is as PhD Full-Time 3 years. If part-time is 5 years.

- **A completed PhD should comprise of minimum 80000 words and maximum 12000 Words (without the bibliography -Chicago Style of Citation).**
- **A completed PhD program should include by the time of completion of program 2 Scopus articles published. (hence between the 2nd and 3rd year submission of the two articles should be taking place). -Scopus, Scimago (Q1, Q2, Q3- and directly linked with the approved PhD topic -making the potential publications as a source to the upcoming PhD result.**

Any other year should be a decision taken by the supervisory committee, which defines the reasons and the delay and should be accepted by the PhD coordinator/supervisor and ratified by the head of department for no more than a year.

A full-time candidate who is permitted to transfer to part-time study within one year or less from the end of the period prescribed for full-time study is required to complete their work for the degree within that period.

The maximum period of study of a candidate should not exceed part time or full time, or by exception double the time of the minimum limit of study, which is 6 years.

In case that one wants to be permitted to transfer to NUP for the PhD, must complete the research course method offered at NUP. Compulsory attend all seminars (annual and workshops) independently of the level of research being completed or the year to be enrolled.

The department and consequently the school at NUP encourages full-time PhD candidates to assure a complete research proposal that would include a timeline of activities and a plan, make alterations within the time framework, assure good writing skills and add all seminars and workshops and assure submission on time, and consider all related elements that a PhD should include, originality, processes, methodological approach, analysis, outcomes, practicality, reliability.

In case of this extra one-year PhD candidates more than just being considered a part-timer, will be liable for a continuation Fee (in addition to a Matriculation Fee) if they do not submit at the end of the normal period of study for the degree.

NUP provides through the secretariat of department information on how and when they can apply for temporary breaks in study, extensions or discounts of time (based on health or personal circumstances) and how the department secretariat monitors attendance and sickness absence.

PhD candidates are physically engaged at NUP premises. Therefore, there are some HR rules which need to be considered. Once the PhD candidate joins the NUP family, he or she is governed by certain rules of operations and surely conduct.

PhD candidates are entitled to a minimum period of annual leave (in line with statutory leave entitlement for full-time employees of NUP) of 28 days. Public Holidays are excluded. This can only be achieved following consultation with the main supervisors signed by the coordinator or program and signed and agreed by the Head of department. The information is then transmitted to the department secretariat and then to the HR of NUP.

More so, externally funded studentships might limit or vary the payment of stipend during such leave. So all issues should be taken into consideration from the PhD candidate and the main supervisor.

In case of parental leave policy, which will be made available for maternity leave and paternity leave rules of the republic of Cyprus are applicable.

COMPLETION PANEL

The completion Panel: It consists of 4 members: 3 of the supervisory committee + 1 coordinator/program director.

Progression Issues: The panel meets when needed basis to consider cases referred by the coordinator/director of the program to evaluate the completed research where it meets and exceeds standards.

The department secretariat must assure that the student PhD candidate file is complete, and related documentations are added including the final annual and completed report of the main supervisor. Including also ensuring that all debt is paid by the date of submission (which should not exceed for a full timer to be the 11th month of the 3rd year of full-time study).

The panel makes a final report and recommendations to the department head in order to proceed or not with the viva of the dissertation and the creation of the 5 member examining committee.

SUBMISSION OF THE THESIS FOR EXAMINATION

PhD candidates are required to submit their dissertation for examination in electronic format (normally and a PDF document) to the secretariat/registry.

The program coordinator must convene the Examining Committee post approval by the head of department.

Secretariat/Registry will record the date of official submission (this is a process should be completed by the PhD candidate and should meet all standards of NUP on thesis). Then the secretariat forwards the dissertation to the External Examiners.

Examining committee: Consists of 5 members: 3 of the supervisory committee + 2 external people relevant to the discipline or disciplines.

Hard copies of theses may be requested by examiners beforehand should they be unable to work easily with large electronic files.

In case such a request is made by the External Examiner, the PhD candidate should prepare in addition to the electronic version one loose-bound copy of their thesis for examination. This copy must be submitted by hand to Registry who will record the date of submission and send the thesis to the External Examiner.

If the request is made by the Convener of the Examining Committee and/or the Internal Examiner, then the PhD candidate pass by hand as requested one or two loose-bound hard copies of their thesis to the Convener of the Examining Committee.

PhD candidates at the time of their completion and submission of their PhD (full time by the 11th month of the 3rd year) must ensure all payments made and no outstanding balance debt towards university. Otherwise, examining process will have to be delayed if they have any outstanding debt to the University at the time of submission of the thesis. S

EXAMINING COMMITTEES: COMPOSITION, ROLES& RESPONSIBILITIES

The Main Supervisor is responsible for ensuring that a completed Intention to Submit pro forma, including a dissertation deposit agreement is completed, signed and submitted to the Registry exactly at the date of PhD submission. Without it a planned date of the viva examination cannot be organized.

The purpose of this pro forma, is to agree with NUP rules and regulations. Originality, completion of all related documentation, courses, seminars, and workshops but also the PhD writing and to allow sharing of private information related solely with the PhD status and paper to the proposed composition of the examining committee of the dissertation. and to allow the Convener of the Examination Committee to make arrangements in good time.

The composition of the committee is proposed by the head of the committee of the PhD, Approved by the coordinator of the program and approved by the Head of Department, through the Intention to Submit Form.

THE EXAMINATION COMMITTEE

Examining committees should normally consist of 5 members: the three member committee and two external members that should be in similar in between them disciplines and add value to the examination of the PhD dissertation and student. Should be active researchers and should also have taken parts minimum in MA level theses and be full time or ranked affiliated members of other institutions or organizations and/or universities. an internal examiner and an external examiner.

The lead supervisor must ensure both the highest academic standards and demonstrable fairness to the PhD candidate being examined.

The coordinator/program director of the PhD is responsible for approving the composition of the Examining Committee on behalf of the School Board and keeping high level standards for the external members being engaged and the diversity of the members.

Head of department must ensure that the examiners possess a sufficiently scholarly status in the given subject area and thus approve of their appointment or be able to overturn as he/she has full authority in the complete duration of the PhD program. The status of prospective should as such be carefully considered before they are approached; external examiners must be experts in the field or directly related with the discipline. And hold a very good use of the English as a foreign language with proven written evidence.

EXTERNAL EXAMINERS

An informal approach to potential external examiners can be made by the main supervisor or the head of program or department in a single collaboration

The external examiner(s) must be provided with a invitation letter and a statement of what the University believes is appropriate for the award of a higher degree by research.

A former member of staff of the NUP University will not be eligible for appointment as an external examiner within the first 3 years of leaving NUP.

External examiners should be selected on the basis of their expert knowledge and experience and their familiarity with the academic and professional standards underpinning research at the required level.

There is no general requirement for examiners to be currently employed in any particular sector or at any particular grade.

The suitability for appointment as an examiner should be made on a case-by-case basis taking into account the nature and subject matter of the research thesis to be examined.

THE VIVA EXAMINATION

The University's research degree regulations require that each Postgraduate Researcher must submit to a viva examination which is graded with 60 ECTS.

Supervisors need to prior find to the last report and sign to it unanimously equitable for viva examination.

The viva examination is part of the examination.

The aim of the viva voce examination is to provide an opportunity for the examiners to question the degree candidate on aspects of the thesis.

It should be designed among others, to elicit information on any or all of the following issues:

- (a) explanation of the structure of the thesis;
- (b) justification for the inclusion or exclusion of material;
- (c) explanation for and justification of the use of particular research methods and techniques;
- (d) defense of the originality of the thesis;
- (e) clarification of any points of ambiguity within the thesis;
- (f) justification for the conceptual approach taken in the thesis;
- (g) the depth of knowledge of the contextual background to the subject of the thesis.

BEFORE THE EXAMINATION PRELIMINARY EXAMINERS REPORTS

Supervisory committee is required to submit a single completed preliminary report on the thesis in advance of the submission and verbal examination. These are submitted directly to the registry/secretariat and are added into the student's file.

The examiners should not confer or communicate on the merits of the thesis before the submission of their preliminary reports.

It is the main role of the supervisor to ensure that differences of opinion are discussed and resolved satisfactorily at or immediately following the examination of the PhD Candidate.

Then another report of the 5 member committee after examination is created and submitted. Meeting the standards and rubrics on dissertation examination.

Prior to the viva voce examination, the registry/secretariat is responsible for:

- (a) informing the candidate of the formation and agreement of membership of the examining committee;
- (b) the date of the viva voce examination
- (c) making sure that the student is aware of the agreed format of the Thesis for examination purposes;

- (d) making all practical arrangements for the viva voce examination, including date, time and place, and any additional requirements of the relevant School;
- (e) ensuring that the viva voce examination takes place within three months of the date of submission wherever possible;
- (f) informing the PhD candidate of the arrangements with generally at least four weeks' notice;
- (g) receiving preliminary reports from both the internal and external examiners before the viva voce examination, and ensuring that issues raised in these reports are satisfactorily addressed during the viva voce examination;
- (h) agreeing the structure of the examination with the other members of the committee, ensuring that all concerns raised by the examiners will be addressed.

RANGE OF OUTCOMES OF THE EXAMINATION

The recommendation from an examining committee for a research degree will be one of the following typical outcomes (timescales are indicative and can be varied at the discretion of the committee):

A1 The Thesis is accepted unconditionally; The Thesis is accepted on the condition that either

A2 minor editorial corrections are completed within one month;

A3 minor revisions are completed within two months.

A4 That the thesis is not accepted but that the candidate is given the opportunity to rectify substantial deficiencies during a further period of supervised research and re-submit in a revised form within a stated period which should not normally exceed 12 months;

A5 The Thesis is not accepted and resubmission is not allowed.

AFTER THE EXAMINATION

At the end of the viva the PhD candidate must be advised that the decision of the committee will be conveyed in writing by a specified date or the Postgraduate Researcher may be informed orally on the day of the viva.

In cases where there are substantial deficiencies in the thesis then it is preferable for the decision to be conveyed in writing, along with a written statement, agreed by the examiners, comprising the main comments upon which the re-submission is to be based.

The deadline for the re-submission of a referred thesis (i.e. revise and re-submit) is calculated from the date that the candidate receives the written statement from the examiners.

In all cases, the Examiners' report proforma containing the recommendation of the examining committee must be forwarded to the registry/secretariat immediately following the viva voce.

The final examining committee report (not the reports of individual external examiners) is available to degree candidate, on request, in the interests of transparency in examination procedures.

At the conclusion of the examination procedure, the registry/secretariat is responsible for:

- (a) coordinating the preparation of the final examining committee's report, which is similar in content to the preliminary reports of the internal and external examiners, including the
- (b) reconciliation of disagreements amongst members of the examining committee;
- (c) notifying the degree candidate in writing of any required corrections, revisions or other amendments necessary to ensure that the thesis meets the requirements for the award of the degree;
- (d) forwarding the final examining committee's recommendation contained in their final report to the Registry who will then arrange for that recommendation to be forwarded to the Senate via the Examinations Office.
- (e) The main supervisor should at the same time forward the preliminary reports of both the external and internal examiners to the registry/secretariat;
- (f) approving all minor corrections/revisions and certifying that the final thesis satisfies the requirements of the examiners.
- (g) Following the recommendation of the program coordinator/director to the head of department, the head of department to the dean and the dean to the Senate on the recommendations of the examiners the PhD candidate must be notified formally by letter from the Registry/Secretariat of their completion of the PhD.

ONLINE VIVA EXAMINATIONS

Viva examinations may be held online subject to the following conditions:

- All parties must agree in writing with the arrangements prior to the examination.
- The technology and facilities used during the examination must be secure and reliable.
- The Examination must not be recorded.
- The Examination arrangements must be approved by Dean on behalf of the School Board.

The examination can be made public with an online link assuring however security and safety.

RE-SUBMISSIONS

In the case of a PhD candidate is required to revise and re-submit a dissertation, the main supervisor must, upon resubmission by the candidate, consult the members of the examining committee and inform of the re-submission and the changes.

In cases where examiners are minded to reject the revised dissertation the candidate must always be offered the opportunity for a second re-evaluation.

DISAGREEMENTS AMONGST EXAMINERS

Where there is disagreement amongst members of the examining committee, the the main supervisor is expected to clarify and, where possible, reconcile those differences.

In the exceptional case of irreconcilable disagreement, the main supervisor shall submit a report to the coordinator/director of program who may refer the case to the department head and the head to the dean if required. It is also advisable to request a committee, with delegated authority to examine the case (within 3 working days). Thereafter the head of department has the power to recommend to further external examiner or examiners.

In over-extended or particular cases the dean can take it to the NUP Senate, which has the power to make such other decision as it deems appropriate

APPEALS

PhD candidates may appeal against the decisions of examining committees in accordance with the Appeals Procedure of the department, within 5 working days since the date of first decision notification. Every appeal must be in writing and must be lodged with the University Secretary/registry. The Regulations relating to the Appeals Procedure, including the criteria on which such appeals may be based, are respectively discussed, examined and agreed within the induction week of the new students and a document is signed by the registration period of the student that he/she is fully aware of the policies and procedures of NUP.

ARCHIVING OF FINAL VERSION

Following successful completion of the examination PhD candidates are required to archive, in approved format, an electronic copy of their final examined thesis in the **HEPHAESTUS** repository. The electronic copy must be deposited in the institutional repository <https://www.nup.ac.cy/gr/library/hephaestus-repository/>

A Dissertation Deposit Agreement should be completed prior to archiving to allow the Library and Learning Centre (LLC) to confirm any restrictions with the supervisor.

Supervisors may, at a later date, request a reasonable extension to the embargo.

Particular funders (e.g., National Institute for Public Scholarships IKY Cyprus. http://www.cyscholarships.gov.cy/mof/ikyk/ikyk.nsf/index_gr/index_gr?OpenDocument) holds its own requirements.

Archiving in **HEPHAESTUS** satisfies this criteria and will be checked and validated by Academic staff and also be prior to any even official defense checked by Turnitin for similarity index.

Chapter 6 QUALITY & GOVERNANCE

Principles

- 1. Provision of information is clear and accessible to research students and staff**
- 2. The research environment is supportive and inclusive for all research students.**
- 3. Providers offer clear guidance and processes on assessment for research degrees.**

ACADEMIC STANDARDS & QUALITY

Neapolis University Pafos implements the operations of the quality academic framework of the republic of Cyprus and the academic standards of DIPAE. All academic awards and all research degrees are assessed and approved in the context of regulations that reflect the framework.

The PhD Degree regulations reflect the PhD level descriptors. All doctoral candidates and supervisory team members must be aware of the assessment criteria for doctoral research degrees before undertaking research or supervision.

Regulations of NUP include the following characteristic outcomes:

- The creation and interpretation of new knowledge and understanding, through original research, or other advanced scholarship, of a quality to satisfy peer review, extend the forefront of the discipline, and merit publication.
- A systematic acquisition, understanding and interpretation of a substantial body of knowledge which is at the forefront of an academic discipline or area of professional practice.
- The general ability to conceptualise, design and implement a project for the generation of new knowledge, applications or understanding at the forefront of the discipline.
- An appropriate level of understanding of applicable techniques for research and advanced academic enquiry.
- Practical applicability where needed.
- Application of the ethics and values of equality, diversity and inclusion between people.
- Constant program and faculty evaluation.

POSTGRADUATE PHD CANDIDATE PARTICIPATION AND REPRESENTATION

The University works to enhance PhD candidates participation and representation. The Department promote and engages all post-graduates and graduates' students and phd candidates in various online and physical groups such as:

- staff-student liaison committees
- School and University level committees and their working groups
- programme review boards
- accreditation events so they may contribute fully to such forums and assist

STUDENT COMPLAINTS

The student office and the department registry/secretariat at NUP manages complaints. The aim to provide an accessible, quick, straightforward formal and informal method of resolving student complaints, with the option of a more formal, written, procedure in serious cases after

all efforts for local resolution have been tried to be resolved by the coordinator/program director. If formal resolution is not possible then students have the right to apply to the Head of Department and the Dean of School.

All candidates are entitled to use the procedure without concern that they will be disadvantaged by complaining. It is anticipated that no costs will be incurred by students in raising complaints. Due regard to privacy, confidentiality and the interests of any third parties will be borne in mind as appropriate.

RESEARCH ETHICS AND CONFLICTS OF INTEREST

Ethical conduct in research demands respect for the rights of others, gender equality and inclusion. Pedagogy requires that our faculty and students are open to discussion and collegial collaboration.

Procedures are in place at NUP level to department level to help PhD candidates to attend related seminars of good conduct, ethics and conflict of interests. To comply with principles of ethical research and all legal requirements associated with a piece of research.

In general, any research that involves human participation should be on the basis of fully-informed consent and participants' rights of privacy should be guaranteed.

PhD candidates and members of committees should consider all ethical ramifications of their research and the physiological, psychological, social, political, religious, cultural and economic diversity, but also consequences, while also gender and equality issues of the work on participants.

NUP has in place procedures that allow for sensitive but robust examination of potential conflicts in between or with any member of administrative, academic or research staff.

ACADEMIC MISCONDUCT

The University has clear policies and regulations on academic and research misconduct that apply also to PhD candidates: This is the NUP Code of Practice. With regards to Research Policy to Govern the Publication of Research PhD Candidates must be informed that plagiarism detection software (e.g., Turnitin) will be used by the Supervisory Team and by the Examiners, in accordance with the regulations, to help promote academic integrity.

Chapter 7: Work-Flow Gantt Charts.

Principle objective:

- **The work flows shown as Gantt Chart show activities and tasks during the associated time of PhD candidature.**
- **The aim is to clarify processes and policies**

Below are presented the following:

- Work-flow Gantt Chart of announcement for candidature
- Work-flow Gantt Chart of research plan
- Work-flow Gantt Chart based on each year to include trainings and seminars
- Work-flow brake-down of the 180 ECTS in numbers in Gantt Chart

Announcement of PhD Candidature positions:

- Reading Announcement for openings of PhD Candidate positions to include
- Date and time of due date of application
- Steps and process of candidature.
- Online application
- Copies of Validated degrees and grades
- Research proposal completed (what to include is inside)
- Three Reference letters sealed envelop sent to the NUP email
- Specialty relation with a Department faculty that you may wish to be associated with.
- General statement of purpose on the reason for the PhD.

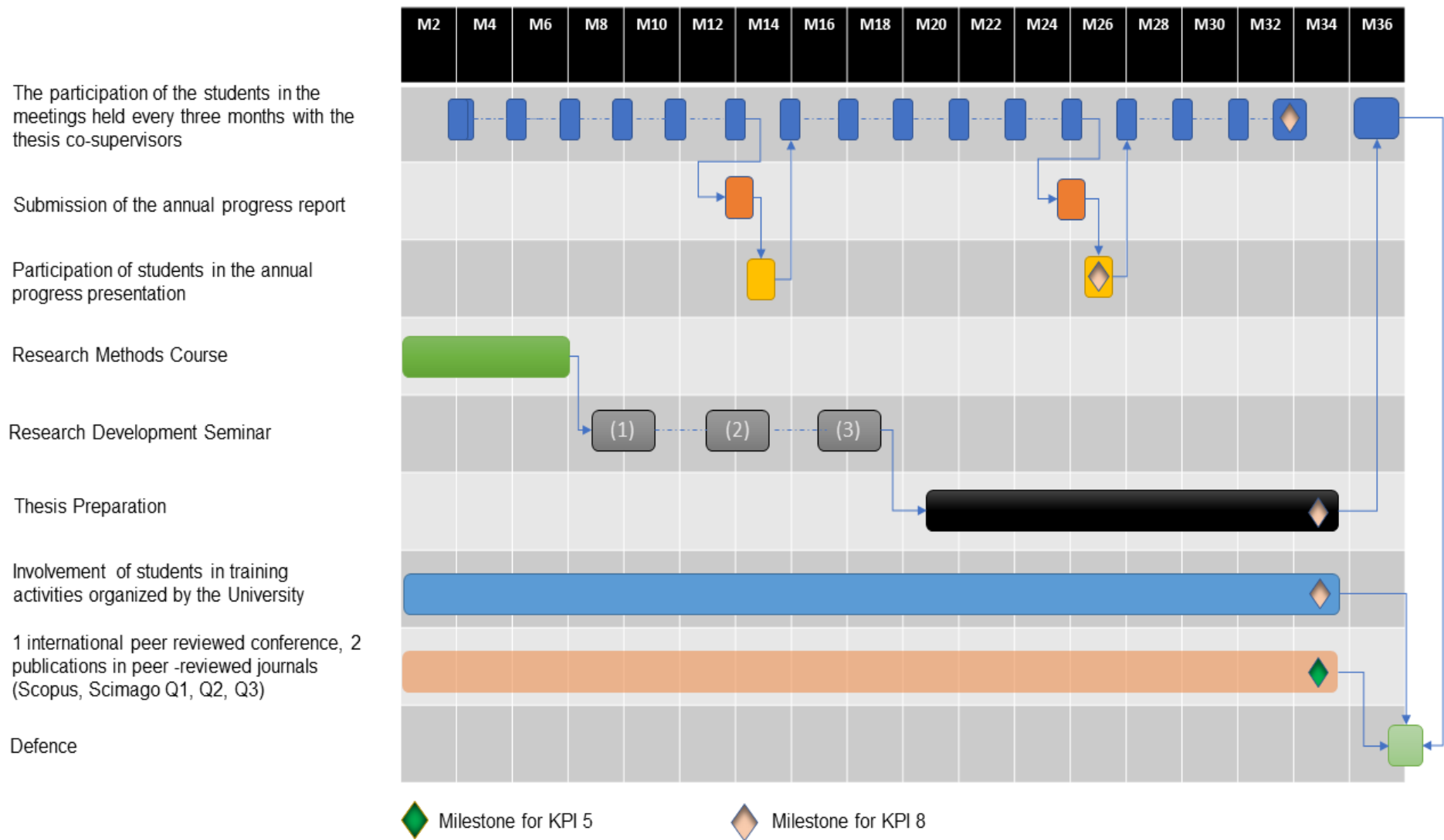
Expected information to be added in a research plan:

- Statement of purpose
- Positioning, reason and objectives
- Originality
- Timeline of various activities (qualitative and quantitative)
- Basic Literature Review
- Methodological approach
- Timeline of writing process
- Expected outcomes.
- Expected recommendations.
- Expected journal publications during the period of writing the PhD. (2 minimum publications on Scopus) **Scopus, Scimago (Q1, Q2, Q3).**

Break-down of 180 ECTS in the PhD:

ACTIVITY	ECTS
Research Course	7.5 ECTS
Research	112.5 ECTS
<ul style="list-style-type: none"> ○ 3 By-annual seminars on Research Methodological Approaches 	9 ECTS (3ECTS/20 Hours)
<ul style="list-style-type: none"> ○ Additional Research and training including: <ul style="list-style-type: none"> ▪ Compulsory submission of progress reports every two months. ▪ Compulsory submission of the annual report ▪ Research Development seminar ▪ Training for the supervisor and PhD Candidate on pedagogy. ▪ Annual Development and Presentation of Dissertation 	63.5 ECTS
<ul style="list-style-type: none"> ○ Publications 1/per 1/5. Years Scopus making 2 Scopus, Scimago (Q1, Q2, Q3). by graduation & 3 or 4 international conferences with Scopus proceedings 	40 ECTS
Writing & Defence	60 ECTS
TOTAL	180 ECTS

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



Appendix A. RUBRICS

Rubric for Evaluating Thesis Defense (15%)

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

	<input type="checkbox"/> Responses do not meet level expected of a Ph.D. graduate	<input type="checkbox"/> Responses meet level expected of a Ph.D. graduate	<input type="checkbox"/> Responses exceed level expected of a Ph.D. graduate
Use of communication aids (20%)	<input type="checkbox"/> Communication aids are poorly prepared <input type="checkbox"/> Too much information included <input type="checkbox"/> Listeners are confused <input type="checkbox"/> Communication aids are used inappropriately	<input type="checkbox"/> Communication aids contribute to the quality of the presentation <input type="checkbox"/> Appropriate information is included <input type="checkbox"/> Listeners can easily follow the presentation <input type="checkbox"/> Some material is not supported by communication aids	<input type="checkbox"/> Communication aids enhance the presentation <input type="checkbox"/> Details are minimized so major points stand out <input type="checkbox"/> Information is organized to maximize audience understanding <input type="checkbox"/> Reliance on communication aids is minimal

Rubric for Evaluating PhD Thesis (85%)

Attribute	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations
Overall quality of theory / science (20%)	<input type="checkbox"/> Arguments are incorrect, incoherent, or flawed <input type="checkbox"/> Objectives are poorly defined <input type="checkbox"/> Demonstrates rudimentary critical thinking skills <input type="checkbox"/> Does not reflect understanding of subject matter and associated literature <input type="checkbox"/> Demonstrates poor	<input type="checkbox"/> Arguments are coherent and clear <input type="checkbox"/> Objectives are clear <input type="checkbox"/> Demonstrates average critical thinking skills <input type="checkbox"/> Reflects understanding of subject matter and associated literature <input type="checkbox"/> Demonstrates understanding of theoretical concepts	<input type="checkbox"/> Arguments are superior <input type="checkbox"/> Objectives are well defined <input type="checkbox"/> Exhibits mature, critical thinking skills <input type="checkbox"/> Exhibits mastery of subject matter and associated literature. <input type="checkbox"/> Demonstrates mastery of theoretical concepts

	<p>understanding of theoretical concepts</p> <ul style="list-style-type: none"> <input type="checkbox"/> Demonstrates limited originality <input type="checkbox"/> Displays limited creativity and insight 	<ul style="list-style-type: none"> <input type="checkbox"/> Demonstrates originality <input type="checkbox"/> Displays creativity and insight 	<ul style="list-style-type: none"> <input type="checkbox"/> Demonstrates exceptional originality <input type="checkbox"/> Displays exceptional creativity and insight
<p>Contribution to discipline</p> <p>(60%)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Limited evidence of discovery <input type="checkbox"/> Limited expansion upon previous research <input type="checkbox"/> Limited theoretical or applied significance <input type="checkbox"/> Limited publication potential 	<ul style="list-style-type: none"> <input type="checkbox"/> Some evidence of discovery <input type="checkbox"/> Builds upon previous research <input type="checkbox"/> Reasonable theoretical or applied significance <input type="checkbox"/> Reasonable publication potential 	<ul style="list-style-type: none"> <input type="checkbox"/> Exceptional evidence of discovery <input type="checkbox"/> Greatly extends previous research <input type="checkbox"/> Exceptional theoretical or applied significance <input type="checkbox"/> Exceptional publication potential
<p>Quality of writing</p> <p>(20%)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Writing is weak <input type="checkbox"/> Numerous grammatical and spelling errors apparent <input type="checkbox"/> Organization is poor <input type="checkbox"/> Documentation is poor 	<ul style="list-style-type: none"> <input type="checkbox"/> Writing is adequate <input type="checkbox"/> Some grammatical and spelling errors apparent <input type="checkbox"/> Organization is logical <input type="checkbox"/> Documentation is adequate 	<ul style="list-style-type: none"> <input type="checkbox"/> Writing is publication quality <input type="checkbox"/> No grammatical or spelling errors apparent <input type="checkbox"/> Organization is excellent <input type="checkbox"/> Documentation is excellent

Appendix B HEPHAESTUS



ΠΑΝΕΠΙΣΤΗΜΙΟ ΝΕΑΠΟΛΙΣ ΠΑΦΟΥ
Βιβλιοθήκη & Κέντρο Πληροφόρησης

Λεωφόρος Δανάης 2, 8042 Πάφος / Τηλ. +357 26843313 / e-mail: lib@nup.ac.cy

Consent of submission for PhD, undergraduate and postgraduate research to the digital institutional repository 'HEPHAESTUS'

Paphos, _____

Declaration form:

I declare that I grant Neapolis University Library (BIIN) with the concession of the non-exclusive right to publish and upload the approved undergraduate, post graduate and PhD research online. I also hereby declare that an original electronic true copy (pdf format) has been submitted. Available and fulfilled through 'HEPHAESTUS' the University's open source institutional repository which is strictly used for educational, research and private, non-profitable, purposes in accordance with the access regulation policies. The reader has the right to use the work for research and educational purposes complying with the Creative Commons rules. The use of the material for a purpose which constitutes an infringement of copyright or the profitable advantage of work without the written consent of the author and copyright holder are strictly forbidden.

I _____ author of
the _____
undergraduate/post graduate/ PhD research entitled above , hereby give consent to Neapolis University (BIIN) for the non-exclusive right to publish and upload a true copy of the approved research, in electronic form (pdf format), online through 'HEPHAESTUS' open source institutional repository.

1a. Consent, limitation of access to the whole content. Only applicable to undergraduate thesis research.

<input type="checkbox"/>	I consent for the whole text to be available.
<input type="checkbox"/>	I do not consent for the whole text to be made available due to ethical factors. The research will be erased from the system after the period of 36 months .

1b. Consent form, limitation of access to the whole content. Only applicable to postgraduate thesis research.

<input type="checkbox"/>	I consent for the whole text to be made immediately available.
--------------------------	--

	I do not consent for the whole text to be made available due to ethical factors. The research will be erased from the system after the period of 36 months.
--	---

The author

1c. Consent form, limitation of access to the whole content. Only applicable to PhD research.

	I consent for the whole text to be made immediately available online.
	I consent for the whole text to become available online after a period of 36 months (a written justification is provided for the library). In case it is rejected, the research will be immediately removed.
	Request for limited access to the whole assignment or PhD research text, with no time limitation due to special reasons justified in the request. In case the request is declined, the research will be removed from the system after the period of 36 months .

In case of limited access to the research text or PhD research text, only the bibliography, abstract and key words will be made available.

The author of the research

2. Neapolis University Library affirmation

Paphos, _____

The Library confirms:

1. that the research of _____ undergraduate student/ post graduate student, PhD candidate of the Faculty of _____, has been successfully approved for meeting the guidelines and regulations for the 'HEPHAESTUS' institutional repository and the research has been successfully submitted to the system.

For the
Library

Appendix C. CHAIRMAN'S ACTION



Phd Chairman's action form

Date	
Student Name	
Programme	
Year	
Course Code	
Instructor Name	

Please approve by Chairman's action the mark of the course

Note:

Grade as per Supervisor:

Grade as per Second examiner:

Grade as per Third examiner:

Grade approved:

To be submitted to next Assessment board of the Department

Chairman's Signature

Appendix D. UPDATED PLOS

All PLOS are based on blooms taxonomy.

- Develop theoretical knowledge and provide empirical evidence based on quantitative and qualitative research showcasing comprehensive PhD level scientific knowledge in the discipline of International Relations and Security. (PLO 1) **(Knowledge and Comprehension)**
- Critically identify and analyze primary and secondary data of political/sociological/cultural/economic/security patterns (PLO 2) **(Comprehension and Analysis)**
- Theorize international affairs options and resolution related with international relations and security. (PLO 3) **(Synthesis)**
- Pioneer and recommend solutions for ongoing multifaceted international issues. (PLO 4) **(Synthesis & Evaluation)**
- Simulate and appraise principles of international relations and security, proposing solutions for complex problems considering real-time needs. (PLO 5) **(Application and Evaluation)**

Appendix E. PhD Candidate Application



2, DANAIS AV., 8042 PAFOS, CYPRUS
T: +357 26843300
E: intl.recruit@nup.ac.cy
W: www.nup.ac.cy

APPLICATION FOR ADMISSION

1. PERSONAL INFORMATION

Last/Family Name	First/Given Name	Father's Name	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Home Address			
<input type="text"/>			
Postal Code	City/Town	Country	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Telephone Number (Home)	Mobile	Fax	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
E-mail	Contact Address (if different from home address)		
<input type="text"/>	<input type="text"/>		
Date of Birth	Day <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Month <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
	Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Country of Birth <input type="text"/>	
Nationality	ID Number (EU Citizens)		
<input type="text"/>	<input type="text"/>		

2. SEMESTER WHICH YOU ARE APPLYING FOR

Fall Spring Academic Year

3. PROGRAMME WHICH YOU ARE APPLYING FOR

- A. Bachelor's Master's Doctoral
B. Conventional Distance Learning
C. Greek Programme English Programme
D. Are you transferring from another college/university?

If yes please list the names of other universities/colleges you are transferring from:

FOR INTERNATIONAL STUDENTS ONLY

Passport no.	Country of Issue	Date of Issue	Expiration Date

If you are already in Cyprus, please answer the following questions:

Date you entered Cyprus	Please indicate the type of Visa you now hold
	Student <input type="checkbox"/> Visitor <input type="checkbox"/> Other (specify) <input type="text"/>

STUDENT VISA:

Upon acceptance of the application, a Conditional Offer Letter will be issued and sent to the applicant. Once the student submits all the necessary documentation and payments, Neapolis University Pafos will then apply to the Cyprus Migration Authorities for an entry Visa. (Under no circumstances should a student travel to Cyprus without an entry visa confirmation).

4. SPONSOR

Last/Family Name	First/Given Name	Father's Name
Home Address		
Postal Code	City/Town	Country
Telephone Number (Home)	Mobile	Fax
E-mail		
Relation to Applicant		Sponsor's Signature

5. SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

Please specify any learning difficulties, physical or other disability/medical conditions which may require special arrangements or facilities by sending an email to the following address keeee@nup.ac.cy. Providing this information will not discriminate your application and details will be maintained confidentially by authorised university personnel.

6. EDUCATIONAL BACKGROUND

Please list, in chronological order (starting from the most recent one), secondary schools, colleges and universities you have attended, or you are currently attending. Copies of certificates, diploma, degrees, transcripts (mark sheets) or any other supporting documents must accompany this application.

Previous/Current Education		Date of Attendance		Qualification Received (Certificate, Degree, etc.)	Average Grade	Language of Instruction
Name of School	City/Country	From	To			

7. ENGLISH LANGUAGE PROFICIENCY

Please provide details of any English language qualifications (e.g. TOEFL, IELTS, GCSE, CAMBRIDGE EXAMS). Copies of official qualifications achieved must accompany this application.

Type of Examination Taken	Results	Examination Date

8. PROFESSIONAL EXPERIENCE

Start with your latest employer and list the work experience you have had previously in chronological order. Please also provide details of any unpaid or voluntary work, or training.

Dates		Name of employer and nature of business	Position held/duties and responsibilities
From (mm/yy)	To (mm/yy)		

9. OTHER QUALIFICATIONS

Please list any other qualifications obtained by examination. Copies of official results must accompany this application.

Subject	Board or Examining Body	Grade/Result	Examination Date

10. FURTHER INFORMATION

How did you find out about Neapolis University Pafos (Please tick the appropriate boxes)

Word of mouth NUP Website Other website Social Media Google Radio TV Billboard/OOH
Magazine Newspaper Event/Fair School Visit Corporation/Association/Authority Agent Other

Please list any other universities to which you are applying

11. ALUMNI OFFICE

I, hereby, provide my consent to the processing of my personal information, which I have disclosed to the Alumni Office of Neapolis University Pafos for the purpose:

- (i) of registering me as an Alumni (graduate student) to the Alumni Office of Neapolis University Pafos Database.
- (ii) contacting me, regarding news, events, marketing purposes, services, offers and announcements.
- (iii) facilitating any other purpose related to the aforesaid registration.

I acknowledge that in the event that I do not wish to be contacted further by Neapolis University Pafos via the Alumni Office, I may at any time inform the Alumni Office in accordance with the available communication methods, and withdraw my consent.

STUDENT DECLARATION

1. I, the undersigned, hereby provide my consent to the processing of my personal information, which I have disclosed herein to Neapolis University Pafos (hereinafter the "University"), by the University for the purpose of-
- communicating with me, either by post, telephone, email or any other way, regarding any information relating to my study application, and once accepted as a student, communicating with me, either by post, telephone, email or any other way, regarding any information relating my relationship with the University including marketing purposes.
 - notifying me in relation to any changes pertaining to such matters.
- (hereinafter collectively referred to as the "Purpose").
2. I acknowledge that in the event that I, the undersigned, do not wish to be contacted further by the University, I may at any time inform the University in accordance with the available communication methods.
3. I hereby acknowledge that, within the context of the performance of the Purpose, I may be required to provide personal information either to the University (including, but not limited to, my medical history) which are classified as 'sensitive' for the purposes of European data protection law and for which there are additional restrictions on how organisation(s) may use and hold this information. The University hereby confirms that it will always communicate to you the purposes for which the University wishes to use my sensitive information when it is being collected, and, if necessary, obtain my consent at that time. In such cases, I will be able to withdraw my consent at any time.
4. For the avoidance of any doubt, the following apply:-
- Any information and data provided herein by me to the University and which will be used, either directly or indirectly, by the University for the performance of the Purpose (as the case may be), shall at all times be identified, clearly marked and recorded by the University as my personal data.
 - All personal data acquired from me pursuant to this form shall be solely used by the University for the performance of the Purpose (as the case may be) and shall not be further processed or disclosed to any third party without my consent, unless this is required and/or allowed pursuant to the provisions of the Regulation (EU) 2016/679 on the Protection of Personal Data and/or the provisions of the applicable local legislation in relation to the protection of personal data (as amended from time to time) and/or the provisions of any other applicable legislation.
 - I have been notified of my rights in relation his/her data contained herein. The aforesaid rights are outlined analytically in the Privacy Notice of the University, a copy of which is available at www.nup.ac.cy.
5. I hereby declare that the submitted documents/certificates of studies are true copies of the originals.

Name

Signature

Date

APPLICATION GUIDELINES

This/your application will become part of your permanent record at Neapolis University Pafos. It should be completed and returned with all necessary documents to your student advisor.

For further inquiries or information, please contact the Recruitment & Admissions Department: Tel: +357 26843368
Please submit the following: E-Mail: intl.recruit@nup.ac.cy

Bachelor

- ID/Passport copy
- Secondary School Leaving Certificate and Transcript
- English Language Proficiency
- One reference letter
- Personal Statement (max.500 words)
- Curriculum Vitae (CV)
- Portfolio (only for Architecture)

Master

- ID/Passport copy
- Secondary School Leaving Certificate and Transcript
- Bachelor Degree and Transcript
- English Language Proficiency
- Two reference letters
- Personal Statement (max.500 words)
- Curriculum Vitae (CV)

ADMISSION POLICY STATEMENT

The University adheres to a policy of non-discrimination in admitting students without reference to race, colour, religion, gender, age, handicap or national origin.

Admission to the University is granted under different categories depending on student qualifications and educational objectives. The University admissions policy relies on the student's past records, including high school grades.

PhD programmes

- ID/Passport copy
- Bachelor Degree and Transcript
- Master Degree and Transcript
- English Language Proficiency
- Two reference letters
- Research Proposal
- Curriculum vitae (cv)
- Portfolio (research work / publications / supporting material)



2 DANAI'S AVENUE, 8042 PAFOS CYPRUS

T: +357 26843300
E: intl.recruit@nup.ac.cy
W: www.nup.ac.cy