

UNIVERSITY OF CYPRUS
SERVICE OF ACADEMIC AFFAIRS AND STUDENT WELFARE
ADMISSION OF INTERNATIONAL
POSTGRADUATE STUDENTS

USEFUL INFORMATION

1. POSTGRADUATE PROGRAMMES – ATTENDANCE REGULATIONS

The academic year at the University of Cyprus comprises two semesters: fall semester (September – December) and Spring Semester (January – May). Class attendance is compulsory.

The study programmes of the University are based on the European Credit Transfer System (ECTS). An ECTS unit normally corresponds to a 25-30 hours workload per semester. Full-time status requires a course load of 22 ECTS per semester. Students carrying fewer credits are considered part-time.

The entrance to a postgraduate programme is possible after the submission of an application.

The postgraduate programmes of each department are supervised by a three-member Postgraduate Programmes Committee, chaired by a Postgraduate Programmes Coordinator. The Coordinator may be the chairperson of the department or a member of the academic staff appointed by the chairperson. The other members of the committee are appointed by the Departmental Board. The Committee is appointed for a two-year term.

For every student in the Postgraduate Programme, the department appoints an Academic Supervisor, whereas at the research stage of the Ph.D. a Research Supervisor is appointed. Candidate students select a member of the academic staff to act as their Research Supervisor. The student's choice must be approved by the Postgraduate Programmes Coordinator. The Research Supervisor guides the students in their research and provides the necessary help and advice.

The postgraduate programmes of study at the Master level lead to a Master Degree award (M.A, M.Sc., M.Eng.) whereas those at the Doctoral level lead to a Doctoral degree award (Ph.D). The award of a Master degree is subject to approval by the Departmental Board whereas the award of a Doctoral degree is subject to approval by the University Senate. The final grade of the postgraduate degree is not written on the postgraduate diploma.

Postgraduate studies are subject to the Postgraduate Studies Regulations. For more information, students must contact the Office for Postgraduate Studies of the Academic Affairs and Student Welfare Services (tel. 22894021/61) or visit the website <http://www.ucy.ac.cy/fmweb/>.

2. LANGUAGE OF TEACHING

The language of teaching of postgraduate programmes is one of the official languages of teaching of the University of Cyprus (Greek and Turkish). However, programmes may also be offered in an international language, given that the

programme is already offered in one of the two official languages of teaching (the MBA programme and the programme in Economic Analysis are currently offered in English as well). The following departments are exempted from the above rule: Department of English Studies, Department of French Studies and Modern Languages and Department of Turkish and Middle Eastern Studies.

3. APPLICATION REQUIREMENTS AND ENTRY

Openings for admission to postgraduate programmes are advertised separately for each programme at the Master or Doctorate level twice per year. See recent postings under <http://www.ucy.ac.cy/fmweb/>.

Applications should be submitted to the Postgraduate Studies Coordinator of the relevant department by the 16th of April of each year for entry in the fall semester and by the 31st of October for entry in the spring semester at the following address:

Postgraduate Studies Coordinator, MECA
Department of Economics
University of Cyprus
P.O Box 20537
1678 Nicosia - Cyprus

Applicants must have a University degree, awarded by an accredited institution in the country where it operates, or a degree evaluated as equivalent to a University degree by the Cyprus Council for the Recognition or Higher Education Qualifications (KY.S.A.T.S). Individuals who will be awarded a University degree or Graduation certificate fulfilling the criteria of the application requirements by the end of the week that precedes the registration week, will also be eligible to submit an application form.

Applications should include the following:

1. Application form (<http://www.ucy.ac.cy/fmweb/>).
2. Two letters of recommendation in sealed and signed envelopes. Some departments require three reference letters to be submitted with the application, so before submitting your application, please read the Postgraduate Prospectus and any relevant departmental booklet as well as visit the website of the relevant department to find out about the number of reference letters to be submitted. The Department may request additional confidential information from the referees.
3. Copies of university degrees or a statement of expected graduation in the month preceding enrolment in the postgraduate programme.
4. Transcript/s as appropriate.
5. Curriculum Vitae.
6. A short statement (maximum two pages) of the student's research goals and interests.

Enquiries about applications should be directed to:

University Of Cyprus
Service of Academic Affairs and Student Welfare
Office of Postgraduate Studies
P.O Box 20537
1678 Nicosia - Cyprus

Email: gradstud@ucy.ac.cy

Web page : www.ucy.ac.cy/fmweb/metaptihiaka.htm

4. CRITERIA FOR ASSESSMENT OF APPLICANTS

The criteria for assessment of student candidates are the following:

- Academic background in the appropriate discipline and grade in other related degrees.
- Letters of recommendation.
- Personal interview at the discretion of each Department.
- Written examination at the discretion of each Department.
- Other criteria set by each Department.

5. REQUIREMENTS FOR MASTER DEGREES

- Class attendance for a minimum of three semesters. The period of study may be extended, for up to eight academic semesters.
- Successful completion of 90-120 ECTS at the postgraduate level (75 ECTS for professional programmes or more than 120 ECTS if the programme includes practical exercise), in accordance with the provisions of the programme of studies of the relevant department.
- Other criteria set by the department, which may include the submission of a dissertation. Students with a Master dissertation from another Postgraduate programme are not exempted from the requirement to submit a Master dissertation for the current programme. If a dissertation is rejected, the student is allowed to resubmit the dissertation once more. Each Department is responsible for defining resubmission procedures.

6. REQUIREMENTS FOR Ph.D. DEGREES

- Class attendance for a minimum of six semesters. The Ph.D. requirements must be fulfilled within the period of sixteen semesters from the day of admission to the postgraduate programme.
- Successful completion of a minimum of 240 ECTS (completion of 60 ECTS at the postgraduate level, in accordance with the provisions of the relevant programme of studies of the department - holders of a Master degree or an equivalent degree may be partially or fully exempted from this requirement, 120 ECTS for the research part of the programme and the remaining ECTS refer to the comprehensive examination, the presentation of the dissertation proposal, the writing of the dissertation, etc)
- Success in a comprehensive examination in the fifth semester of studies at the latest. The nature and assessment of the comprehensive examination are regulated by the relevant department.
- Defense of a dissertation.

7. PROCEDURE FOR DEFENSE OF A DISSERTATION

- Presentation of a dissertation proposal before a three-member committee. The committee, proposed and chaired by the Research Advisor, is appointed by the Postgraduate Programmes Committee. One of the members of the three-member committee can be from another department of the University in a related discipline or from another University or Research Centre.

- Submission of an original dissertation constituting an important contribution to the particular discipline.
- Defense of the dissertation before a five-member Examining Committee. The committee is proposed by the Postgraduate Programmes Committee and is composed of three members of the departmental academic staff, one of whom is, in all cases, the student's Research Supervisor; one member from another University or Research Centre and one member from another department of the University in a related discipline or from another University or Research Centre.
- The Chair of the Examining Committee is a member of the academic staff of the department, but not the Research Supervisor.
- The procedure for defense of the dissertation consists of three stages: (a) presentation of the dissertation in an open lecture, lasting 30 to 45 minutes, (b) discussion of the dissertation with the members of the Examining Committee and (c) meeting of the Committee and formation of the Committee's final proposal.
- After completion of the dissertation defense, the Committee submits a detailed proposal to the Head of the department in writing with any recommendations to the candidate. The Head sends the Committee's proposal to the Senate for approval.
- If the Committee suggests any changes or improvements, the Senate's final approval for the award of the degree is provided after the Research Advisor confirms in writing that the suggestions have been implemented.
- If the Examining Committee cannot recommend awarding a degree, the Ph.D. candidate may be allowed to resubmit the dissertation, after due modifications have been made in accordance with the committee's requirements, and repeat the entire process of defense once more.
- Students at the doctoral level may be awarded a Master degree if for special reasons they need to interrupt their studies provided that they fulfill the department's requirements.

8. REGISTRATION PROCEDURE

Students accepted at the University of Cyprus must complete a registration form (<http://www.ucy.ac.cy/fmweb/>) and submit it along with the required documents at the following address:

University of Cyprus
 Service of Academic Affairs and Student Welfare
 Office of Postgraduate Studies
 P. O. Box 20537
 1678 Nicosia - Cyprus

The registration form should be accompanied with the following documents:

- Copy of the acceptance letter form the University.
- One recent photograph.
- Copy of passport or identity card.
- Copies of university degrees or a statement of expected graduation in the month preceding enrolment in the postgraduate programme.
- Copy of a bank receipt indicating that you pay part of the tuition fees equal to Euro 854. This deposit of €854 which is paid in advance, is not refundable.

9. FEES OF STUDY

9.1 Master Degrees

The fees for Master degrees are as follows:

- Master Programmes: Euro 5125 per programme.
- Master in Business Administration (MBA): Euro 10251

The fees for the Master programmes (total Euro 5125 per programme) should be paid as follows:

First semester: Euro 850 upon offered a place in a postgraduate programme and prior to registration and the remaining Euro 850 before the end of the exams period. The amount of Euro 850 which is paid in advance is not refundable.

Second semester: Euro 850 at the beginning of the second semester and prior to registration and the remaining Euro 850 before the end of the exams period.

Third semester: Euro 850 at the beginning of the third semester and prior to registration and the remaining Euro 875 before the end of the exams period.

9.2 PhD Degrees

The fees for Doctoral degrees are as follows:

- Taught stage: Euro 427 per course
- Research stage: Euro 854 per semester
- Dissertation stage: Euro 170 per semester

All students are required to enroll in one of the above stages according to the registration programme. If they wish to suspend their studies, they must follow the relevant procedure of the Postgraduate Studies Regulations.

Students upon offered a place in a PhD programme should pay an amount of Euro 854. This deposit of €854 which is paid in advance, is not refundable.

9.3 Payment of Fees

Fees must be paid at the Accounts Office of the University or at a Bank prior to registration, and the receipt must be presented upon registration. Fees could be paid in the following bank account:

Bank of Cyprus

IBAN NO: CY05 0020 0128 0000 0005 0237 7300

SWIFT CODE: BCYPCY2N

Details: I.D. Number & Name of Student (Tuition Fees)

Please note that bank transaction charges and commissions should be paid over and above the amount of tuition fees. Also, a copy of the bank receipt should be sent along with the registration form.

The deposit of Euro 854, which is paid in advance, is not refundable.

10. POSTGRADUATE STUDENT FUNDING

Apart from scholarships offered by the State, the University of Cyprus may subsidize a postgraduate student who offers to work as an assistant in covering the needs of his/her department or other departments. Assistantships may involve assisting in teaching, tutorials, help with assignments, lab supervision, grading, etc. They do not apply to the research activity of the student nor to the research activity of the academic and research staff. Monthly earnings can amount to Euro 342 or Euro 683 for a maximum period of ten months.

Students employed as postgraduate assistants at the University of Cyprus are fully exempted from tuition fees.

11. ISSUE OF VISA AND ENTRY INTO CYPRUS

11.1 Who they need visa

European Union (E.U.) students do not need visa for entry into Cyprus.

Non – European Union (non E.U.) students should timely contact the Office of Postgraduate Studies to inquire whether or not they need to apply for a visa. Should a visa be required, students may apply for one to the Cyprus Embassy or Consulate in their country of origin.

In case there is not an embassy or a consulate in his/her country of origin, a student should contact the Office of Postgraduate Studies, which takes care of the issue of visa in Cyprus and forwards a copy to the student.

11.2 Visa Requirements

In order for a visa to be issued by a Cyprus Embassy or Consulate, the student has to present in English the following documents:

- Original letter and copy of good conduct from the police authorities.
- Original letter from a bank confirming that the student's parents have sufficient funds to finance his/her studies and living expenses in Cyprus.
- Original and attested copy of academic qualifications and transcripts.
- Acceptance letter from the University of Cyprus.
- Valid passport.
- Receipts indicating payments of tuition fees for the first semester to the University of Cyprus.
- A documentary proof from a bank in their country that they have transferred the above amounts through Western Union/Money Gram or a banker's draft.

11.3 Entry into Cyprus

Upon arrival in Cyprus, non E.U. students should show to the Immigration Office at Larnaca airport the following documents:

- All copies attested by the Embassy or Consulate.
- A valid passport.
- The Visa issued by the Embassy or Consulate.
- The amount of Euro 1600 in cash or traveller's checks to cover personal expenses (meals, books, accommodation etc) for the first few days.

- A documentation proof from a bank in their country that they have transferred the tuition fees of the first semester through Western Union/ Money Gram or by a banker's draft.

For further information regarding entry into Cyprus and visa issues, you may contact the:

Cyprus Migration Department
Ministry of Foreign Affairs
Nicosia - CYPRUS

Tel.: +357 22 804433/35

Fax: +357 22 403948

Webpage: www.mfa.gov.cy (Consular Information Section)

11.4 Medical Care

E.U. students, holders of the European Medical Card E111, are entitled to free medical care by Cyprus National Hospitals, upon presentation of the card.

Non – E.U. students, as well as E.U. students not owning the above card, should obtain a private medical insurance for in-hospital and outpatient medical treatment in Cyprus

All students should have a medical insurance in their country.

12. ISSUE OF TEMPORARY RESIDENCE PERMIT (TRP)

12.1 Residence Permit for Students E.U. Member State Nationals (MEU5)

The application for a Residence Permit is submitted by a national of an E.U. member state within three months from his/her entry into Cyprus. By this application one may apply for himself/herself as well as for the dependent members of his/her family i.e. spouse, dependent children. For the granting of the Residence Permit, the following documents are required:

- MEU5 Form (you may receive a copy from the Office of Postgraduate Studies).
- A valid passport or identity card and a photocopy of it.
- Confirmation by the University of Cyprus certifying that the student has enrolled for the purpose of a vocational training course.
- A solemn declaration from the student or any other proof that he/she has sufficient resources to support himself/herself and family.
- A certificate that they are covered by a private health insurance in respect of all risks within the Republic, unless they are holders of the European Medical Card E111. A documentary proof that they are covered by a medical insurance in their countries.
- Two (2) recent photographs.

For the members of the student's family the following documents are required:

- A valid passport or identity card and photocopy of it, with which they entered Cyprus.
- A marriage certificate or certified copy.

- Two (2) photographs for each person.

The validity of the Residence Permit issued is restricted to the duration of the vocational training.

12.2 Temporary Residence Permit for Non – European Students (M61)

Upon arrival in Cyprus for the first time, non - E.U. students should get registered with the Police Aliens Branch (Immigration Authorities) in the district of residence, within seven days from their entry into Cyprus, presenting the following documents, in order for a Temporary Residence Permit (TRP) to be issued:

- M61 Form (completed and signed). (You may receive a copy from the Office of Postgraduate Studies).
- Medical examination certificates (blood tests, Chest X-Ray if you are applying for the first time).
- University of Cyprus registration letter indicating that you have been attending classes regularly, that you have paid the relevant fees and your expected date of graduation.
- Transcript of grades (original or true copy of the original).
- Copy of updated bank book/statement of your account in a Cypriot bank showing that the balance in your account is sufficient to cover tuition fees and living expenses.
- Original bank certificate (it must state that your parents/guardians are financially able to support you while you study in Cyprus) and police certificate/criminal record (these two documents must be stamped by the Cyprus Embassy or Consul in your country and must be submitted with the M61 form only if you are applying for the first time).
- Medical insurance certificate for in hospital and outpatient treatment in Cyprus and documentary proof of medical insurance in their countries.
- Attested copy of a housing rental agreement
- Original passport and one copy.

Please note that:

- The holder of a student TRP should be a full-time student on a daily basis, without permission to work.
- The TRP is automatically cancelled, if the holder stays abroad for a period longer than three months.
- The TRP must be extended at least one month before it expires, submitting relevant documents.

12.3 Documents required for the renewal of the student Temporary Residence Permit (TRP)

The TRP must be extended at least one month before it expires, submitting the following documents:

- M61 Form (completed and signed). (You may receive a copy from the Office of Postgraduate Studies).
- University of Cyprus registration letter indicating that you have been attending classes regularly, that you have paid the relevant fees and your expected date of graduation.
- Transcript of grades (original or true copy of the original).

- Updated bank book or bank statement showing all deposits and withdrawals (the balance in your account should be sufficient to cover tuition fees and living expenses – copy of the bank book or detailed bank statement with the last transactions not only a balance is required).
- Bank or Western Union/Money Gram receipts showing funds received from abroad.
- Medical insurance certificate for in hospital and outpatient treatment in Cyprus.
- Attested copy of a housing rental agreement.
- Passport and one copy of the passport.
- Complete and sign declaration forms.

13. ARRIVAL INFORMATION

13.1 Accommodation

All students registered at the University of Cyprus, may apply for accommodation to the Housing Office of the Service of Academic Affairs and Student Welfare. The University offers accommodation in a limited number of single, self-catering study bedrooms in the Student Halls, located on campus, and in private apartments located off-campus.

Students must complete the Housing Application Form and send it to the Housing Office by June 30 for the Fall Semester and November 30 for the Spring Semester. The form should be accompanied by a copy of the first page of the student's passport. For more information and application forms, students should contact the Housing Office (email: housing@ucy.ac.cy).

Alternatively, students may search for off-campus accommodation on their own. Around the University, as well as throughout the city of Nicosia, there are apartments available for rent. The rent for a two-bedroom apartment is Euro 427 – 598 per month, whereas the rent for a three-bedroom apartment ranges between Euro 598–769 per month.

13.2 Living Expenses

Your own expenditure will depend on your lifestyle and the funds available to you. You should expect to spend more than normal in the first couple of weeks, as you establish yourself, but your expenses should soon settle down, allowing you to manage your monthly budget carefully.

Estimated total costs of living for a single student in the city of Nicosia, where the University of Cyprus is located, are between Euro 598 – 769 per month, including rent.

13.3 Cyprus Climate

Cyprus enjoys a Mediterranean climate, with abundant sunshine year round. Long dry summers and mild winters are separated by short autumn and spring seasons. Summer is a time of high temperatures and winters are rather mild, with some rain all over the island and snow on Troodos Mountains.

13.4 Required Clothing

Lightweight cottons and liners during summer months, and warm clothing and rainwear during winter time.

14. USEFUL CONTACTS

- 14.1 For further information and guidance regarding all the above issues, you may contact the:

**University Of Cyprus
Service of Academic Affairs and Student Welfare
Office of Postgraduate Studies
P.O Box 20537
1678 Nicosia - Cyprus**

Tel.: +357 22894035 and +357 22894059

Fax: +357 22894463

Email: gradstud@ucy.ac.cy

Web page : www.ucy.ac.cy/fmweb/metaptihiaka.htm

- 14.2 For further information regarding entry into Cyprus and visa issues, you may contact the:

**Cyprus Migration Department
Ministry of Foreign Affairs
Nicosia - CYPRUS**

Tel.: +357 22 804433/35

Fax: +357 22 403948

Web page: www.mfa.gov.cy (Consular Information Section)

