

REGULATIONS OF THE DOCTORAL PROGRAM IN FRENCH OR EUROPEAN STUDIES

1. The doctoral program in French or European studies requires the validation of 240 ECTS. The distribution of credits, according to the different stages of the program, is as follows:

	Master's degree	60
FES 650 (A+B)	Research stage I	30
FES 651 (A+B)	Research stage II	30
FES 652 (A+B)	Research stage III	30
FES 653 (A+B)	Research stage IV	30
FES 660	Comprehensive exam	0
FES 661	Thesis proposal	10
FES 670	Writing stage I	15
FES 671	Writing stage II	15
FES 680	Thesis Defence	20
Total		240

2. It is considered that the semester workload of the doctoral student, whether he or she is in the research phase or in the writing phase of the thesis, is equivalent to 30 ECTS. However, the doctoral student has the possibility of dividing each research stage into two in order to validate 15 ECTS per semester. He or she must enroll in one of the above steps and pay the corresponding tuition fees.
3. Doctoral studies terminate if the doctoral student fails for the second time at a research stage or at a writing stage of the thesis.
4. At the end of the second semester (June or December) at the latest, the responsible three-member Committee of the student's doctoral thesis must be formed by the Board of the Department of French and European Studies, on the proposal of the Departmental Postgraduate Studies Committee and the Research Supervisor. The three-member Committee is made up of a) the Research Supervisor, who is responsible for its coordination, b) another member of the Department of French and European Studies, c) a member of the Department of French and European Studies or from another Department of the University of Cyprus or another university or research center working in a related field. The three-member Committee is informed of the doctoral student's progress throughout his or her studies and participates, as defined below, a) in the obligatory annual meeting of doctoral students with a presentation of the progress of their work, b) in the comprehensive exam (4.2), c) on the presentation of the thesis proposal (4.3), and d) on the defence (4.5).
5. To obtain the title of Doctor in French or European Studies, the following conditions must be met:
 - 5.1 Obtaining at least 60 ECTS validated by postgraduate courses. Possession of a Master's degree or equivalent level partially or totally exempts the student from this requirement. Up to two **postgraduate** courses from any Department of the University of Cyprus can be included in the compulsory courses of the doctoral program in French or European Studies. **Students can also take up to two additional undergraduate courses (in addition to the 60 ECTS) from any Department of the University of Cyprus on the recommendation of the Academic Advisor.**

5.2 Validation of the comprehensive exam until the seventh semester of the doctoral program. According to the general regulations of the Graduate School, the doctoral student must pass the comprehensive exam between the third and seventh semesters of the program. Consequently, the doctoral student must take the comprehensive exam for the first time, preferably before the end of the fourth semester. In case of failure, the doctoral student must retake the comprehensive exam at the latest before the end of the seventh semester. In case of a second failure, the doctoral studies are terminated. The type, the organization and the evaluation process of the comprehensive exam are regulated by the curriculum of the relevant Department.

- 5.2.1 The Department of French and European Studies is responsible for planning the comprehensive exams of its doctoral students. It is understood that the Department must offer to each student the possibility of taking a comprehensive exam at least once a year, to insure the possibility of taking it twice before the end of the seventh semester.
- 5.2.2 The relevant Postgraduate Studies Committee is responsible for coordinating the comprehensive exam.
- 5.2.3 The general content of the comprehensive exam is defined according to the study programs. The Research Supervisor defines in collaboration with the members of the three-member Committee the specific content of the comprehensive exam and notifies the doctoral student.
- 5.2.4 An oral examination is only possible in exceptional circumstances, when there is a practical difficulty preventing the conduct of a written exam. If it is decided that the comprehensive exam will take place orally, it will be conducted by at least two members of the three-member Committee (the Research Supervisor and a member of the Department).

The comprehensive written exam may be in the form of short research papers that the doctoral student undertakes at home from the material determined by the members of the three-member Committee and the questions that they address to the candidate, or in the form of a three-hour examination which will take place at the University, or by a combination of the two. More precisely, the comprehensive exam can take place as follows: a) each member of the three-member Committee offers beforehand a bibliography of approximately 10 books or articles to the doctoral student. This bibliography forms the basis of the comprehensive exam. Each member of the three-member Committee proposes two questions. The Research Supervisor gathers them together and sends them to the doctoral student, who has two weeks to choose to answer either 3 of the 6 questions (approximately 3000 words for each answer) before the end of the examination period, or 2 of the 6 questions (approximately 1,500 words for each answer) during a three-hour exam that takes place at the Department during the examination period, b) The doctoral student prepares a report of around ten pages which is sent to the members of the examination Committee one month before the end of the semester. The report shall include:

- An introduction explaining the context of his research and the working title of his thesis.
- An annotated bibliography on his immediate field of research and an explanatory note on the innovative nature of his research.
- A presentation of the research tools and chosen methodology.
- A summary of the results and major conclusions obtained at this point of his research.
- The doctoral student submits to the Department's secretary 4 copies of his report, 3 of which are distributed to the members of the examination Committee, the fourth being archived.

If the doctoral student chooses the three-hour exam, the written answers for the comprehensive exam will not be returned. In all cases, students have access to their corrected texts, if they wish, at the latest 10 working days after the announcement of the results, in the presence of the Research Supervisor. According to the examination procedures, the student's written tests or a printed copy of the texts submitted electronically are kept for one year at the Department's secretary. After that time, all the texts and other documents of the final exams or seminars are destroyed.

5.2.5 The comprehensive exam is evaluated by Pass or Fail.
If the three-member Committee deems it necessary, advice or written comments can be sent to the doctoral student.

5.2.6 The comprehensive exam cannot receive an incomplete mark.

5.3 Presentation of the thesis proposal to the three-member Committee.

The three-member Committee is appointed by the Board of the Department on the recommendation of the Departmental Postgraduate Studies Committee and the Research Supervisor, who chairs it. A member of the three-member Committee may come from another Department of the University in a related discipline, or from another university or research centre.

5.4 Successful presentation of the thesis proposal to the three-member Committee.

The written proposal must be 3000-5000 words long excluding the bibliography and it must be submitted between the period of two to four semesters after the successful completion of the comprehensive exam and before the end of the corresponding semester courses. In the meantime, doctoral students can register for research or writing phases. The oral presentation of the thesis proposal must take place during the examination period of the corresponding semester. The doctoral thesis proposal is evaluated by Pass or Fail. In the event of failure, the doctoral student has the possibility to present his proposal a second time. The proposal cannot receive an incomplete mark. In case of a second failure, the doctoral studies are terminated. Upon the successful validation of the thesis proposal, the doctoral student can take the title of "Doctoral Candidate at the Department of French and European Studies".

5.5 Writing of an original thesis contributing significantly to the chosen discipline. For the PhD in French Studies, the language of the thesis is French. For the PhD in European Studies, the thesis can be written either in French, Greek, English or German. Its length is preferably between 80,000 and 100,000 words, which can however be discussed between the doctoral student and his or her Research Supervisor. Compliance with basic scientific requirements must ensure the good quality of the thesis (see section II of the Regulations of Postgraduate Studies). The submission of the thesis and its viva must take place at the earliest during the seventh semester from the doctoral student's admission to the doctoral program.

5.6 Successful defence of the thesis before the five-member Examination Committee.

5.6.1 The five-member Examination Committee is appointed by the Board of the Department on the recommendation of the Departmental Postgraduate Studies Committee and the Research Supervisor; it includes the members of the three-member Committee responsible for the thesis and is composed of: a) three members of the academic staff of the Department, one of whom is the thesis Supervisor, b) a member of another university or university-level research center, c) a member of another Department of the University of Cyprus working in a related discipline or a member of another university or university-level research centre.

- 5.6.2 The thesis Supervisor is responsible for sending the thesis to all the members of the Committee and asks the two members who were not part of the three-member Committee (see 3) to write, within eight weeks, a preliminary report deciding whether the thesis is ready to be defended or not, and to justify their decision. In the event of a negative decision, it is necessary that specific suggestions for modification be sent to the doctoral student. The Research Supervisor is responsible for sending the preliminary reports to the doctoral student as well as to the two other members of the three-member Committee. If both preliminary reports are positive, the thesis defence must take place within five to seven weeks. Otherwise, the doctoral student must make the requested changes in consultation with his or her Supervisor and submit his thesis again.
 - 5.6.3 The President of the Examination Committee is a member of the Department of French and European Studies, but not Research Supervisor.
 - 5.6.4 The thesis defence takes place in three stages:
 - 5.6.4.1 Presentation of the thesis by a public lecture of 30 to 45 minutes.
 - 5.6.4.2 Discussion of the thesis with the Examination Committee.
 - 5.6.4.3 Reunion of the Committee, consultation and joint signing of a final decision.
 - 5.6.5 After the end of the defence, the Examination Committee submits to the President of the Department a written proposal with possible suggestions for the doctoral student. The President transmits the Committee's proposal to the University Senate for approval.
 - 5.6.6 In the event that the Committee's proposal is not unanimous, the Senate may send it back and ask the Board of the Department to appoint two external examiners solicited for their opinion on the thesis. The proposals of the two external examiners are submitted to the President of the Department, who transmits their suggestions to the Board of the Department and then to the University Senate for final approval.
 - 5.6.7 In the event that the Committee suggests changes or improvements to the thesis, the final approval of the Senate for the graduation of the doctoral student is given after the Research Supervisor confirms that the Committee's recommendations have been taken into account.
 - 5.6.8 In case of rejection of the doctoral thesis, the Examination Committee may request that the procedure be repeated only once. The conditions of the new submission will be determined in writing by the Committee. It is understood that the new submission of the thesis must be completed within eight academic years (sixteen semesters) from the doctoral student's admission to the program.
6. The maximum duration for the graduation of a PhD cannot exceed eight academic years.
 7. It is possible that a Master's degree will be awarded to doctoral students who, for specific reasons, have dropped out of the doctoral program or do not meet the requirements of the program, provided that they meet all the requirements of the Department for the award of a Master's degree.
 8. The different steps of the doctoral program responsibilities are defined as follows:
 - 8.1 The Research Supervisor must:

- 8.1.1 Inform the doctoral student a) of the research quality required by the University of Cyprus, b) of the consequences of plagiarism and, in general, of all matters related to research ethics.
- 8.1.2 Guide the doctoral student and collaborate with him or her on a) the subject of research, b) the planning and progress of work, c) the primary sources and bibliography of the research, d) the courses or seminars which may be required or recommended to the doctoral student for his or her progress in the program.
- 8.1.3 Coordinate the three-member Committee of the thesis, keep a register of all documents related to the student's progress and provide them when needed by the regulations.
- 8.1.4 Send the doctoral student's progress reports to the three-member Committee as well as to the Departmental Postgraduate Studies Committee after the comprehensive exam, the presentation of the thesis proposal and the defence of the thesis, and at least once a year during the research and writing phases.
- 8.1.5 Meet with the doctoral student at an agreed frequency and, in all cases, at least once a month. Be available, under normal circumstances, for an appointment with the doctoral student within one week after his request.
- 8.1.6 Request samples of the doctoral student's written work when deemed necessary to provide constructive criticisms on their content, presentation and organization, at the latest one month after their submission, under normal circumstances.
- 8.1.7 Advise the doctoral student on how to spread his or her results and encourage him or her to participate in doctoral meetings, workshops, seminars or conferences.

8.2 The doctoral student must:

- 8.2.1 Discuss his or her work with the Research Supervisor and jointly decide about the frequency of their meetings and the submission of his or her work in progress.
- 8.2.2 Present the Research Supervisor with specific questions to discuss during their meetings.
- 8.2.3 Take initiatives in the case he or she encounters issues or difficulties during the research process.
- 8.2.4 Ensure that the various stages of his or her doctoral studies are carried out in accordance with the Regulations, as well as in accordance with what was jointly decided with the Research Supervisor, and in particular meet the expectations required for each stage of the program.
- 8.2.5 Submit a progress report every six months.
- 8.2.6 Jointly decide with the Research Supervisor the date of submission of the thesis and make all necessary modifications to the thesis before its final submission.
- 8.2.7 Meet with the members of the three-member Committee at least once a year. It is also recommended that the student audits at least one postgraduate seminar of each member of the three-member Committee, in order to be familiar with their research subject and to better prepare for the comprehensive exam.

8.3 The three-member Committee of the thesis must, in collaboration with the Research Supervisor:

- 8.3.1 Determine the work to be done during the preparation of the comprehensive exam and ensure the doctoral student's progress during this period by giving him or her the necessary advice and instructions.
- 8.3.2 Answer the progress reports regularly submitted by the Research Supervisor on the doctoral student's progress.
- 8.3.3 Read the samples of the doctoral student's written work during the thesis writing phase and return them to the candidate with constructive criticism within approximately the period of one month.

9. Termination of the doctoral program.

A doctoral student who does not fully meet the requirements of the doctoral program is automatically excluded, without the PhD title being awarded, if:

9.1 The doctoral student has completed the sixteen semesters of the program.

It is understood that the sixteen semesters of the program do not include the semesters during which the doctoral student had suspended or interrupted his or her studies.

9.2 The doctoral student has completed seven semesters without having passed the comprehensive exam provided in the program.

It is understood that the seven semesters do not include the semesters during which the doctoral student had suspended or interrupted his or her studies.

9.3 The doctoral student failed his thesis defence for the second time.

9.4 The doctoral student failed to submit his or her thesis proposal for the second time.

9.5 The doctoral student has failed twice a research or writing stage. In this case, a decision of the Departmental Board with the approval of the Dean of the Graduate School is required.

9.6 The doctoral student did not enroll in the program for two consecutive semesters and remained out of reach when the University sought to contact him or her. In this case, a decision of the Departmental Board with the approval of the Dean of the Graduate School is required.