

## Frequently Asked Questions

### What should I know as a PhD's student?

#### Rules of Postgraduate Studies

[postgraduate studies rules \(ucy.ac.cy\)](http://ucy.ac.cy/postgraduate-studies-rules)

#### Duration of PhD' s Level Postgraduate Studies

According to the Postgraduate Studies Regulations, the minimum duration of a PhD's level program is six (6) semesters and the maximum duration of studies is sixteen (16) semesters. The period of suspension of enrolment, temporary interruption, maternity/paternity leave, is not included in the eight-semester timeframe.

#### Tuition Fees

Regarding tuition fees, I can find information on the following website.

[Fees - Graduate School \(ucy.ac.cy\)](http://ucy.ac.cy/fees-graduate-school)

#### PhD's Level Structure

5 Courses 60 ECTS

Comprehensive Examination 14 ECTS

Research Stages 120 ECTS

Dissertation Stages 46 ECTS

#### What are the requirements for a PhD's program?

The completion of 240 ECTS is required, including:

- Successful completion of five (5) PhD's level courses, totalling 60 ECTS (with the possibility of recognition/exemption of courses from the master's degree program after consultation with the student's Academic Advisor and submission of a request to the Department's Council).
- Successful completion of Comprehensive Examination 14 ECTS
- Successful completion of Research Stages 120 ECTS
- Successful completion of Dissertation Stages 46 ECTS

#### How many and which Research Stages must I complete?

Research Stage I A (15 ECTS)

Research Stage I B (15 ECTS)

Research Stage II A (15 ECTS)

Research Stage II B (15 ECTS)

Research Stage III A (15 ECTS)

Research Stage III B (15 ECTS)

Research Stage IV A (15 ECTS)

Research Stage IV B (15 ECTS)

**How many and which Dissertation Stages must I complete?**

Dissertation Stage I A (11.5 ECTS)

Dissertation Stage I B (11.5 ECTS)

Dissertation Stage II A (11.5 ECTS)

Dissertation Stage II B (11.5 ECTS)

Then, I register to Dissertation Stages III, IV, V ....., until my final presentation, with 0 ECTS

**When should I pass the Comprehensive Examination?**

Postgraduate Studies Regulations, a student must pass the Comprehensive Examination by the end of the seventh semester of their studies. In case I need to register for the comprehensive examination beyond the specified time limit for any reason, I require an exception approval from the Dean of the School of Postgraduate Studies through the Council of my Department.

**What should I do before presenting my proposal?**

I submit my proposal (20 pages) to the Department's Council through my Research Advisor for approval, along with the recommendation of the Three-Member Committee.

**When do I present my doctoral thesis proposal to the Three-Member Committee?**

According to the Postgraduate Studies Regulations, the presentation of the research proposal takes place within up to four semesters after passing the Comprehensive Examination. Otherwise, I need an exception approval from the Dean of the School of Postgraduate Studies through the Council of my Department.

Furthermore, according to the decision of the Department's Council (decision 1st/2017 of the Department's Council), the presentation (of three chapters) takes place three months after the approval of the proposal and the Three-Member Committee by the Department's Council.

**What registration should I do in the semester when I present my doctoral thesis proposal to the Three-Member Committee?**

Apart from the Research or Dissertation Stage (depending on the individual doctoral candidate), I must enrol in the "EDU 750 Doctoral Thesis Proposal Examination" code, which is credited with 0 ECTS.

### **What happens if I enrol in EDU 750 and do not present my proposal?**

I will be graded with (Fail) and I will lose my first presentation opportunity. The EDU 750 can only be graded with (Pass) or (Fail), and two opportunities are given for the presentation.

### **When do I defend my doctoral thesis to the Five-member Committee?**

- Before the expiration of the sixteen (16) semesters I am entitled to complete my studies.
- After consulting my Research Advisor that I have completed my thesis.
- Once the recommendation of the Five-member Examination Committee is approved by the Department's Council

### **What do I do if I cannot attend my studies for any reason;**

I do not abandon my studies without informing my academic advisor or my department's secretary .

According to the Postgraduate Studies Regulations, I have the right to:

- Suspend my enrolment for any reason (personal, family, financial - I submit a request to the Department's Council at the beginning of the semester in which I want to request an enrolment suspension).
- Temporarily interrupt my enrolment for health reasons (I submit a request with a doctor's certificate to the Department's Council).
- Take maternity/paternity leave (I submit a request to the Department's Council, accompanied by an expected due date certificate or a child's birth certificate).

In case I want to leave or interrupt my studies, I inform my department in writing.

### **When is the automatic termination of a doctoral student's enrolment apply?**

- When they do not fully satisfy the requirements of the study program they are following
- When they complete sixteen semesters of enrolment and have not completed the requirements of their study program
- When they have completed seven semesters of study and have not passed the Comprehensive Examination as provided by the study program
- When they fail for the second time to successfully defend their Doctoral Thesis
- When they fail for the second time to successfully present their Doctoral Thesis proposal
- When they have two failures in the Research or Dissertation Stage
- When they do not enrol in courses for two consecutive semesters

### **Who can I consult about my studies/doctoral thesis?**

From the first semester of my enrolment in a PhD degree program, my department assigns an Academic Advisor to guide me in my chosen PhD program.

For the completion of the PhD thesis, until the end of the support period, the Department's Council appoints a Research Advisor for the PhD program I am enrolled in, to guide and provide continuous feedback.

**Why do I use Banner Web?**

To get information about my Academic Advisor

To be able to enrol in courses each semester

To check my final grades per semester

To have access to my transcript

To update my personal information (contact address, contact phone numbers, email addresses)

**Whom can I send requests to the Department Council or ask questions?**

Department Secretary:

Christina Georgiou-Michaelides

Contact Phone: 22892941

E-mail: [georgiou.christina@ucy.ac.cy](mailto:georgiou.christina@ucy.ac.cy)

**USEFUL WEBSITES**

**DEPARTMENT OF EDUCATION**

[Home - Department of Education \(ucy.ac.cy\)](http://ucy.ac.cy)

**GRADUATE SCHOOL**

[Home - Graduate School \(ucy.ac.cy\)](http://ucy.ac.cy)

**LIBRARY**

[University of Cyprus Library – University of Cyprus Library \(ucy.ac.cy\)](http://ucy.ac.cy)