



University of Cyprus
Graduate School

**TEMPLATE
SPECIFICATIONS AND INSTRUCTIONS FOR PREPARATION
AND SUBMISSION OF DOCTORAL DISSERTATION**

THE USE OF THIS TEMPLATE IS OPTIONAL. EVERY PhD DISSERTATION MUST MEET THE PROVISIONS OF THE POSTGRADUATE STUDIES RULES

1. Requirements for Doctoral Theses

A PhD thesis must satisfy the following basic conditions:

- It must make use of an extensive bibliography and a comprehensive and in-depth reference to international research which is relevant to the subject of the thesis. Thus, the findings and conclusions of the thesis must be correlated to what has been achieved so far in the relevant scientific field.
- It must make an explicit reference to the scientific contribution of the thesis, especially as regards the advancement of the field on the basis of the research conducted. Therefore, an explicit reference to the originality of the thesis is required.
- It must provide an important and original contribution to scientific knowledge. A doctoral thesis must have a theoretical foundation and its conclusions and findings must have an impact on the broader scientific field.
- The scientific contribution and originality of the thesis must be presented briefly but clearly in the thesis abstract and analyzed to a greater extent in the main part of the thesis.

2. General Specifications for the preparation of the Doctoral Dissertation

Phd dissertation: Leather bound copies of the Phd dissertation are submitted to the Department, the Library and the Graduate School. The content of the PhD dissertation on CD is submitted to the Library as well.

Binding: The PhD dissertation must be bound in size A4 volume(s), in dark brown leather cover. The cost of binding is undertaken by the PhD candidate.

Dissertation length: The minimum number of words for a PhD dissertation is 10,000 words, unless otherwise specified by each Department through its departmental postgraduate students' rules. The length of the dissertation relates to the requirements and particularities of the topic. Scientific competence is more important than the length for the thesis evaluation.

Cover: A golden-colour University of Cyprus logo appears on the dissertation cover. Data included on the cover are: academic department, thesis title, author's name, the phrase "Doctoral Dissertation" and the year it is submitted.

Paper: The dissertation must be printed on good quality A4 white paper.

Font/size: It is recommended that the dissertation be printed in black font, preferably Times Roman or Arial or other font, size 11 or 12. For footnotes and endnotes it is recommended that a smaller size of the same font be used. Titles and headings may have different size.

Spacing: It is recommended that line spacing is 1.5. Extended citations, footnotes, appendices, and references may be single spaced.

Margins: Top, bottom and right margins must be 2 cm; left must be 3.5 cm.

Printing: Printing should be consistently clear and dark and only one side of the paper is to be used. Either laser printing or photocopying of high quality is acceptable. Inkjet printing is not accepted.

Pagination: Preliminary pages (i.e. the validation page, acknowledgements, table of contents and related pages) must have continuous numbering in lower case Roman numerals (i, ii, iii, iv, v, ...). The title page inside must not be numbered and be counted in the total number of pages. All following pages of the dissertation text, including appendices (if any) and bibliographies, must have continuous numbering using Arabic numerals (1, 2, 3, 4, 5, ...). Page numbers are located at the bottom, justified to the right.

3. Printed Appearance of PhD Dissertations

Hard Cover – the information below, in the order given, is provided in golden colour uppercase letters:

- University of Cyprus logo (in golden colour)
- Academic department [Department of]
- Title of PhD dissertation
- The phrase "DOCTOR OF PHILOSOPHY DISSERTATION"
- Author's full name
- Year of submission

Volume Spine – the information below, in the order given, is provided in golden colour uppercase letters:

- Author’s full name
- The phrase “DOCTOR OF PHILOSOPHY DISSERTATION”
- Volume number (in case there are more than one)
- Year of submission

Title Page (Inside Cover) – the same information as provided on the cover, in uppercase letters:

- University of Cyprus logo
- Academic department [Department of]
- Title of PhD dissertation
- Author’s full name
- The sentence “A dissertation submitted to the University of Cyprus in partial fulfillment of the requirements for the degree of Doctor of Philosophy”
- Month and Year of submission

The page following the Title Page (on the back of the title page) – Information provided:

- ©Full name, Year of submission

4. Structure of the main parts of the PhD dissertation

The dissertation’s parts must appear in the following order:

Validation Page – information provided:

- “VALIDATION PAGE”
- Doctoral candidate: [.....full name]
- Dissertation Title
- The following sentence in italics: “*The present Doctoral Dissertation was submitted in partial fulfillment of the requirements for the degree of Doctor of Philosophy at the Department of [name of the department] and was approved on the [date of approval] by the members of the Examination Committee.*”
- Examination Committee:
 - Research Supervisor [.....full name, position, signature]
 - Other members [.....full name, position, signature (for each one)]

The validation page must bear the signature of the Research Supervisor and the Chairman of the Evaluation Committee. Other signatures are not obligatory.

Declaration of Doctoral Candidate – the following statement must be provided:

“The present doctoral dissertation was submitted in partial fulfillment of the requirements for the degree of Doctor of Philosophy of the University of Cyprus. It is a product of original work of my own, unless otherwise mentioned through references, notes, or any other statements.”

Full Name and Signature of the Doctoral Candidate

Abstract in Greek (approximately 500 words) - (the abstract should be read independently)

Abstract in an international language (approximately 500 words) - (the abstract should be read independently)

Acknowledgements (Optional – depends on the candidate)

Dedication (Optional – depends on the candidate)

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HARD COVER



DEPARTMENT OF [.....]

[DOCTORAL DISSERTATION TITLE]

DOCTOR OF PHILOSOPHY DISSERTATION

[FULL NAME OF DOCTORAL CANDIDATE]

[YEAR OF SUBMISSION]

TITLE PAGE (INSIDE PAGE)



DEPARTMENT OF [.....]

[DOCTORAL DISSERTATION TITLE]

[FULL NAME OF DOCTORAL CANDIDATE]

**A Dissertation Submitted to the University of Cyprus in Partial
Fulfillment of the Requirements for the Degree of Doctor of
Philosophy**

[Month and Year of submission]

BACK SIDE OF TITLE PAGE (INSIDE PAGE)

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VALIDATION PAGE

VALIDATION PAGE

Doctoral Candidate: [Full Name]

Doctoral Dissertation Title: [Title]

*The present Doctoral Dissertation was submitted in partial fulfillment of the requirements for the Degree of Doctor of Philosophy at the **Department of** [name of the department] and was approved on the [date of approval] by the members of the **Examination Committee**.*

Examination Committee:

Research Supervisor: _____

(Name, position and signature)

Committee Member: _____

(Name, position and signature)

DECLARATION OF DOCTORAL CANDIDATE

The present doctoral dissertation was submitted in partial fulfillment of the requirements for the degree of Doctor of Philosophy of the University of Cyprus. It is a product of original work of my own, unless otherwise mentioned through references, notes, or any other statements.

.....[Full Name of Doctoral Candidate]

.....[Signature]

ABSTRACT [in Greek language]

The abstract is a brief description of the content, method and conclusions of the thesis. The body of the abstract must be maximum 500 words and is recommended to be prepared in 1.5 line spacing. The margins for the abstract are the same as the following pages of the dissertation. The abstract is not paginated.

ABSTRACT [in an international language]

The abstract is a brief description of the content, method and conclusions of the thesis. The body of the abstract must be maximum 500 words and is recommended to be prepared in 1.5 line spacing. The margins for the abstract are the same as the following pages of the dissertation. The abstract is not paginated.