



## **INSTITUTIONAL FRAMEWORK FOR THE DEVELOPMENT OF NEW POSTGRADUATE PROGRAMMES OF STUDY**

- 1.1. The University of Cyprus offers postgraduate programmes at the Master and PhD level.
- 1.2. The postgraduate programmes can be offered:
  - 1.2.1 by each University department individually.
  - 1.2.2 by two or more University departments, with the consent of the departments involved and the related Faculties.
  - 1.2.3 in cooperation with other University Institutions.
- 1.3. The academic year consists of the fall and the spring semester.
- 1.4. Each semester includes:
  - 1.4.1 teaching periods
  - 1.4.2 exams preparation periods
  - 1.4.3 exam periods.
- 1.5. During the summer semester after the end of the spring semester, the student can register in research/writing stages of his/her programme of study as well as in the thesis defense, in an independent research or practical exercise with the approval of his/her supervisor. The summer semester starts in the beginning of June and lasts for seven weeks. Each student can register up to 15 ects.

## **MASTER LEVEL PROGRAMMES**

### **1. Title awarded**

- 1.1 With the completion of all the requirements of the Master programme, either a Magister Artium or a Magister Scientiae or a Magister Engineering diploma is awarded.

### **2. European Credit Transfer System points (ECTS)**

- 2.1. The programmes of study of the University of Cyprus are based on the European Credit Transfer System points (ECTS). An ECTS normally corresponds to a 25-30 hours workload per semester. Students can register in courses up to 30 ECTS per semester.
- 2.2. The total workload of the Master programmes are between 90 – 120 ECTS, where an ECTS normally corresponds to a 25-30 hours workload per semester.
- 2.3. Master programmes can have a workload of more than 120 ECTS, if the programme includes practical exercise.

### **3. Duration of Study**

- 3.1 The minimum period of study for a Master programme is three (3) semesters.
- 3.2 The maximum period of study for a Master programme is eight (8) semesters.
- 3.3 Semesters where a student postponed his/her studies or where she/he got a maternity/paternity leave are not included in the normal period of study.

### **4. Courses**

- 4.1 Postgraduate courses are distinct from undergraduate courses as to their level and code.
- 4.2 A Master programme includes two types of courses (e.g. compulsory, compulsory and electives).
- 4.3 One course of the Masters programme can be an undergraduate level course of another department. This course counts towards the completion of the Master's degree programme.
- 4.4 Some of the Master's programme courses are evaluated with a Pass/Fail grade. These courses will not count in the student's grade point average and must not exceed 25% of the programme's ECTS, excluding the dissertation. All eligible courses are reported in the Postgraduate prospectus.
- 4.5 Postgraduate study programmes within the University must be distinct from each other. Two programmes are classified as distinct when at least 40% of the ECTS of the courses are different.

### **5. Submission of Master's Dissertation**

- 5.1 A Master degree programme can be completed:
  - 5.1.1 with coursework alone.
  - 5.1.2 with a combination of coursework and a dissertation.
- 5.2 The workload of the Master's dissertation should be less than half of the total workload of the programme.

- 5.3 A Master dissertation is graded with Excellent, Very Good, Good or Fail.
- 5.4 The final grade of the Master degree is not written on the actual degree.
- 5.5 A Master dissertation can be written in an international language. If this is the case an abstract in Greek should be submitted as well.
- 5.6 The submission of a cooperative Master dissertation is not acceptable.

## **6. Proposal regarding a newly designed Master programme submitted to the Graduate School:**

The proposal regarding a newly designed programme is approved by the Graduate School (in terms of its academic aspect) and in turn by the Senate Committee Planning and Development (in terms of its financial aspect).

Particular information/data should be provided to the Graduate School for each proposal regarding a newly designed programme:

- 6.1 Title of study programme in both Greek and English.
- 6.2 Grounds for the Proposal:
  - 6.2.1 Description of programme's scope, aims and objectives.
  - 6.2.2 General needs to be met, especially in research, specifying their impact on society.
  - 6.2.3 Feasibility study, activity based costing, teaching work load and possible additional needs/resources.
  - 6.2.4 Specifying the existing expertise and know-how of Departmental Faculty members on the subject to enable the Department to offer it.
- 6.3 Number of students to be admitted in the programme.
- 6.4 Grand total of required ECTS points.
- 6.5 Duration of the programme (Minimum number of semesters).
- 6.6 The programme should specify the title that its completion requirements will lead to (e.g. Magister Artium, Magister Scientiae, and Magister Engineering).
- 6.7 Criteria – Admission Requirements have to be specified (e.g. the minimum grade of the previous diplomas required, candidates must hold a degree accordingly in a subject related to their proposed field of study, the required knowledge of a foreign language, the professional experiences, etc).

- 6.8 Admission Procedures: Application, assessment and selection procedures have to be described clearly (e.g. candidates are also required to have a personal interview or/and take a written examination).
- 6.9 Classification on whether undertaking a dissertation is mandatory or not.
- 6.10 Programme's Structure for each semester.
- 6.11 Particular information/data should be provided for each course:
- Course title in both Greek and English
  - Course description in both Greek and English
  - Course code in the Curriculum
  - Kind of the course (e.g. compulsory, compulsory and elective, or elective)
  - Course assessment
  - ECTS points required for the course
  - Justification for the number of ECTS points
  - Course prerequisites

## **7. Self-Financed Programmes**

- 7.1 The postgraduate studies rules apply for self-financed programmes as they apply for other programmes.
- 7.2 Self-financed programmes are usually offered on a Master level by at least two University departments or by two University institutions to satisfy a particular scientific need.
- 7.3 Each department may offer only one programme on a self-financed basis provided that the same programme or any other programme is offered on a conventional basis.
- 7.4 A self-financed Master's programme is reevaluated every five years and a self-financed PhD programme every eight years.
- 7.5 Before submitting the proposal for the launch of a new self-financed study programme, the Graduate School should be provided with sufficient documentation as to the need of the programme to be self-financed instead of a conventional one as well as the specific needs of the society that the programme is expected to serve.
- 7.6 Particular information/data should be provided to the Graduate School for each proposal regarding a newly designed programme:
- 7.6.1 Budget of the study programme.
  - 7.6.2 Feasibility study. Activity based costing, teaching work load and possible additional needs/resources. The cost of time and infrastructure, as well as the name of the University of Cyprus which is used by the programme, must be considered.

- 7.7 The minimum period of study for a self-financed Master programme is three (3) semesters and the maximum is eight (8).
- 7.8 The minimum period of study for a self-financed PhD programme is six (6) semesters and the maximum is sixteen (16).
- 7.9 Full time Master level students may produce their master thesis during the summer semester. If this is the case, all the requirements of the programme can be completed in one academic year.
- 7.10 A self-financed programme must not be credited with funds from the public budget.
- 7.11 Academic staff may offer teaching work in excess of the normal teaching load of six teaching hours per week per semester, at an additional cost.
- 7.12 All courses of the self-financed programmes are not counted in the FTE's calculation.
- 7.13 Self-financed programmes are supported by the administrative services of the University as is the case with all the other programmes of study. Administrative support includes mechanisms for student registration in courses, administration of classrooms, library services, accountancy services, etc. The cost of the administrative services is covered by the overhead fees of the programme.
- 7.14 The remuneration of the administrative staff employed exclusively for the support of the self-financed programme is covered by the revenue of the programme.
- 7.15 The University re-evaluates a self-financed programme upon its expiration and considers whether the programme will be converted into a conventional one. A detailed supportive proposal is submitted to the Graduate School if there is a need of the programme to be offered as a self-financed. During the re-evaluation process, the overhead percentage retained by the programme, is re-examined.
- 7.16 Deviations from all the above, if required by the cooperation, must be justified.

## **PHD LEVEL PROGRAMMES**

### **1. General**

- 1.1 With the completion of all the programme requirements, the PhD title of the University of Cyprus is awarded.

### **2. European Credit Transfer System (ECTS)**

- 2.1 The programmes of study of the University of Cyprus are based on the European Credit Transfer System points (ECTS). An ECTS normally corresponds to a 25-30 hours workload per semester. Students can register in courses up to 30 ECTS per semester.

- 2.2 A PhD programme is composed of 240 ECTS as follows:
  - 2.2.1 courses workload – at least 60 ECTS
  - 2.2.2 research part of the programme – at least 120 ECTS
  - 2.2.3 the remaining ECTS are acquired through the comprehensive examination, the preparation and presentation of the research proposal, the writing of the doctoral thesis, etc.

- 2.3 A PhD student who is either registered in a research or writing stage is considered to have a workload equivalent to 30 ECTS in a given semester.

### **3. Duration of Study**

- 3.1 The minimum period of study for a PhD programme is six (6) semesters.
- 3.2 The maximum period of study for a PhD programme is sixteen (16) semesters.
- 3.3 Semesters where a student postponed his/her studies or where she/he got a maternity/paternity leave are not included in the normal period of study.

### **4. Courses**

- 4.1 Postgraduate courses are distinct from undergraduate courses as to their level and code.
- 4.2 A PhD programme includes two types of courses (e.g. compulsory, compulsory and electives).
- 4.3 Up to two courses may be undergraduate courses from any other department.
- 4.4 Some of the PhD courses are evaluated with a Pass/Fail grade. These courses will not count in the student's grade point average and must not exceed 25% of the programme's ECTS, excluding the thesis. All eligible courses are reported in the Postgraduate prospectus.
- 4.5 Postgraduate study programmes within the University must be distinct from each other. Two programmes are classified as distinct when at least 40% of the ECTS of the courses are different.

### **5. Submission of a PhD Thesis**

- 5.1 A PhD thesis may be submitted in an international language. If this is the case, there is an abstract in Greek.
- 5.2 The PhD student may not submit or defend a dissertation until she/he has completed six semesters from the day of admission to the postgraduate programme.

### **6. Comprehensive Examination**

- 6.1 The PhD student must succeed in a comprehensive examination between the third and the seventh semester of studies by the latest.

- 6.2 The nature, content and assessment of the Comprehensive Examination are described in the curriculum of the Department and regulated by each department. Comprehensive examination may be either written and/or oral.
- 6.3 The department is responsible for the coordination of its comprehensive examinations. Each Department must offer a comprehensive examination at least once a year. Each student should have two opportunities up to the 7th semester of his/her studies to succeed in the comprehensive examination.
- 6.4 Comprehensive examination is evaluated with a Pass/Fail grade.
- 6.5 Comprehensive examination is not evaluated with an Incomplete Grade.

**7. Proposal regarding a newly designed PhD programme submitted to the Graduate School:**

The proposal regarding a newly designed programme is approved by the Graduate School (in terms of its academic aspect) and in turn by the Senate Committee Planning and Development (in terms of its financial aspect).

Particular information/data should be provided to the Graduate School for each proposal regarding a newly designed programme:

- 7.1 Title of study programme in both Greek and English.
- 7.2 Grounds for the Proposal:
  - 7.2.1 Description of programme's scope, aims and objectives.
  - 7.2.2 General needs to be met, especially in research, specifying their impact on society.
  - 7.2.3 Feasibility study, activity based costing, teaching work load and possible additional needs/resources.
  - 7.2.4 Specifying the existing expertise and know-how of Departmental Faculty members on the subject to enable the Department to offer it.
- 7.3 Number of students to be admitted in the programme.
- 7.4 Criteria – Admission Requirements have to be specified (e.g., whether candidates must hold a Master degree or a Bachelor degree, whether candidates must hold a degree accordingly in a subject related to their proposed field of study, the required knowledge of a foreign language, the professional experiences, etc).

- 7.5 Admission Procedures: Application, assessment and selection procedures have to be described clearly (e.g. candidates are also required to have a personal interview or/and take a written examination).
- 7.6 Programme's Structure for each semester.
- 7.7 Particular information/data should be provided for each course:
- Course title in both Greek and English
  - Course description in both Greek and English
  - Course code in the Curriculum
  - Kind of the course (e.g. compulsory, compulsory and elective, or elective)
  - Course assessment
  - ECTS points required for the course
  - Justification for the number of ECTS points
  - Course prerequisites
- 7.8 Comprehensive's Examination Structure and Content.
- 7.9 Evaluation Criteria of PhD Dissertation.
- 7.10 Self-financed programmes at a PhD level are approved in exceptional cases.