



University of Cyprus
Graduate School



GUIDELINES FOR DOCTORAL THESIS

GUIDELINES FOR DOCTORAL THESIS

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GENERAL INFORMATION

1. POSTGRADUATE PROGRAMME PLACES

Postgraduate places for specific Doctoral programmes are announced for the fall semester at the beginning of January (last date for the submission of applications is the 31st of March). For the spring semester, the places are announced at the beginning of October (last date for the submission of applications is the 31st of October).

2. APPLICATIONS

Applications are submitted electronically using the online application system of the UCY http://ucy.ac.cy/postgraduate_appl_en

- ❖ By the 31st of March of each year for the fall semester
- ❖ By the 31st of October for the spring semester.

3. ADMISSION CRITERIA

- Academic background in the appropriate discipline and grades in other related degrees.
- Letters of recommendation.
- Personal interview (if stipulated in the Department's internal regulations).
- Written examination (if stipulated in the Department's internal regulations).
- Submission of a preliminary research proposal (if stipulated in the Department's internal regulations).
- Other criteria set by each Department.

4. TUITION FEES

- PhD students, holders of a Master's degree: Total fees €4.000.
- PhD students, non-holders of a Master's degree: Total fees €6.500 - €9.000.

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Each year of study beyond the six years, with a maximum duration of eight years (16 semesters) corresponds to tuition fees of €1.250 per year, €625 per semester. Maximum tuition fees for a PhD degree are €9.000.

For more information regarding tuition fees you are advised to check the website of the [Graduate School](#) of the UCY.

5. DURATION OF STUDY

The PhD requirements for the award of the PhD title must be fulfilled within a period of sixteen (16) academic semesters from the day of admission to the doctoral programme. The minimum period of study is six (6) academic semesters.

6. DOCTOR OF PHILOSOPHY TITLE

- The University of Cyprus awards the Doctor of Philosophy title to a PhD student
- The PhD title has no evaluation grade
- The Senate of the UCY approves the award of the Doctor of Philosophy title.

7. GRADUATION CEREMONIES

The graduation ceremonies are held twice per year; during February (graduates of fall semester) and in June (graduates of spring Semester).

RULES AND REGULATIONS

All the information and procedures for PhD students are at the website of the [Graduate School](#) of the UCY.

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FRAMEWORK FOR THE COMPOSITION OF THE EXAMINING COMMITTEES

The composition of the three-member and the five-member committees is based on the Rules of Postgraduate Studies and on the Quality Assurance Requirements for Doctoral Thesis.

1. Three-Member Examining Committee:

A PhD student presents his/her thesis proposal before a three-member committee. The committee is appointed by the Departmental Council, is proposed by the Research Supervisor and the Postgraduate Programmes Committee of the Department, and is chaired by the Research Supervisor. The three-member committee is composed of:

- 1.1** the Research Supervisor of the doctoral student (Chairperson of the Committee)
- 1.2** one member from the departmental academic staff
- 1.3** one member from the departmental academic staff, or from another department of the University of Cyprus in a related discipline or from another university or research centre.
- 1.4** faculty members who participate in the Committee may be serving at any academic rank provided that at least one faculty member is serving at the rank of Associate Professor or Professor.

The presentation of the thesis proposal is done up to four semesters after the success in the comprehensive exam. This deadline may be amended with the approval of the Chairperson of the department, provided that the maximum duration of completion of the doctoral programme is not violated. The Dean of the Graduate School is informed.

The proposal is evaluated with a Pass/Fail grade. In case of failure in the presentation of the thesis proposal, the PhD student is allowed to repeat it for one more time. Presentation of the thesis proposal is not evaluated with an Incomplete grade.

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2. Five-Member Examining Committee:

A PhD student defends his/her dissertation before a five-member examining committee. The committee is appointed by the Departmental Council, is proposed by the Research Supervisor and the Postgraduate Programmes Committee of the Department, and is composed of:

- 2.1** three members from the departmental academic staff, one of whom is the student's Research Supervisor
- 2.2** one member from another university or research centre
- 2.3** one member from another Department of the University of Cyprus in a related discipline or from another university or research centre
- 2.4** the Chair of the Committee is a member of the faculty of the Department, but not the Research Supervisor.
- 2.5** faculty members who participate in the Committee may be serving at any academic rank provided that at least one faculty member is serving at the rank of Associate Professor or Professor.

3. Clarifications regarding the composition of the Examining Committees:

- 3.1** The faculty members of the University of Cyprus participating in either the three-member or the five-member committee should serve at the academic rank of Professor, Associate Professor, Assistant Professor or Lecturer.

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- 3.2** Professor Emeriti of the University of Cyprus are entitled to participate in the Examining Committees.
- 3.3** Faculty members who participate in the Committee may be serving at any academic rank provided that at least one faculty member is serving at the rank of Associate Professor or Professor.
- 3.4** Postgraduate Research Assistants, Special Teaching Staff or other members of staff who are PhD holders, are not entitled to participate in the evaluation committees.
- 3.5** Replacement of an internal member of the Examining committee with a Visiting professor of the Department relevant to the subject of the thesis is allowed.
- 3.6** All external members of the examining committee must come from areas directly related to the subject of the thesis.
- 3.7** Any conflict of interest between the student and the external examiners must be avoided.
- 3.8** The external members of the Examining committees should serve at an academic rank in either a University Institution in Cyprus or abroad or in a Research Centre.
- 3.9** External members who do not serve in an academic position in a University Institution are allowed to participate in the examining committees, provided that they come from areas directly related to the subject of the thesis. The Supervisor of the doctoral student submits a request for approval through the Departmental Board.
- 3.10** All internal members of the committee as well as at least one external member must be physical present in the meeting of the committee. With the approval of the

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Dean of the Graduate School, the two external members might take part in the meeting via teleconference or Skype.

3.11 If an external evaluator is not physically present in the meeting of the committee, he/she must submit an independent written report with preliminary comments on the content of the thesis with an original signature. In this case, the method of participation of the evaluator is clearly defined in the final report submitted by the Examining committee and signed by all other evaluators who were physical present at the meeting.

4. Quality Assurance Requirements for Doctoral Thesis

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.

The following conditions apply to the procedures of a doctoral program:

- The student submits a research proposal in writing, in which he/she states explicitly what he/she believes are the original aspects and the scientific contribution of the proposed work. The proposal is evaluated by a three-member committee who submits

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a structured evaluation report stating both the points of agreement and the points of disagreement with the positions supported by the doctoral student. The evaluation report is submitted to the Departmental Board as an information item.

- The thesis is submitted for evaluation only after the approval of the Research Supervisor of the student.
- The five-member examining committee is composed of the Research Supervisor, another two members from the Department's faculty, one external member from another university or research centre and one external member from another Department of the University of Cyprus or from another university or research centre. All external members of the examining committee must come from areas directly related to the subject of the thesis. Any conflict of interest between the student and the external examiners must be avoided.
- Following internal rules, the Department may request from all members of the examining committee to submit to the Chair of the examining committee an independent written report with preliminary comments on the content of the thesis. The independent preliminary reports are then communicated to all other members of the examining committee prior to the thesis examination and are annexed to the final report submitted by the examining committee. The submission of a preliminary report by the Research Supervisor is optional. The examining committee decides by majority whether the doctoral student will be given the opportunity to defend his/her PhD thesis before the examining committee.
- The examining committee addresses its report to the Senate of the University of Cyprus. It should be noted that the examining committee does not decide on awarding or not a PhD title, but only makes a recommendation to the Senate, which is the appropriate body for making the final decision. The report must always be substantiated convincingly. Especially in the case of a positive recommendation, it must analyze the importance and originality of the research conducted as well as the scientific contribution the thesis makes to the particular field.
- The report of the examining committee must identify publishable material contained in the thesis, as well as suggest the type of publication (e.g. journal article, monograph).

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Reference must also be made to publications already produced from the thesis, in which case both a list of these and the actual text(s) must be attached to the final report.

The Chair of the Department submits to the Dean of the Graduate School the following documents: the final report of the five-member examining committee (with any attachments), the filled-out Form for the Submission of PhD Documents, the Thesis Submission Receipt from the University Library, and one hard copy of the PhD thesis. The Dean of the Graduate School checks all supporting documents, verifies that the procedure followed is in accordance with University regulations and forwards all supporting documentation to the Rector's Council for preliminary approval. The Rectors' Council submits a brief proposal to the Senate regarding the awarding or not of the title of Doctor of Philosophy. The Rectors' Council brief proposal is accompanied by the report of the examining committee and an abstract of the thesis. The Rector's Council informs the Senate of any special circumstances regarding the thesis and/or the procedure.

DOCTORAL PROGRAMME REQUIREMENTS

- Attendance for a minimum of six (6) academic semesters and maximum sixteen (16).
- Successful completion of 240 ects (60 ects at the postgraduate level in accordance with the provisions of the relevant programme of studies of the department). Holders of a Master's or equivalent degree may be partially or fully exempted from this requirement. The research part of the programme comprises of 120 ects and the remaining ects are acquired through the comprehensive examination, the presentation of the thesis proposal, the writing of the thesis, etc.
- Successful completion of at least 60 ects in postgraduate level courses. Holders of a Master's or equivalent degree may be partially or fully exempted from this requirement.
- Up to two courses may be undergraduate courses from any other Department.
- Success in a comprehensive examination by the seventh semester of studies at the latest. The nature and assessment of the comprehensive examination are determined by the relevant department
- Defence of a dissertation.

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COMPREHENSIVE EXAMINATION

- PhD students are required to successfully pass a comprehensive examination by the seventh semester of studies by the latest.
- The nature, content and assessment of the comprehensive examination are described in the curriculum of the Department and regulated by the Department's internal regulations.
- 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.
- The Departmental Postgraduates Committee is responsible for the coordination of its comprehensive examination in the various disciplines.
- The general content of the comprehensive examination is described in the curriculum of the Department and the specific content of the examination is defined by the Departmental Postgraduate Committee.
- If success in an oral comprehensive examination is required, the evaluation committee consists of more than one member. The evaluation committee submits a detailed report.
- Comprehensive examination is evaluated with a Pass/Fail grade.
- Comprehensive examination is not evaluated with an "Incomplete" grade.

THESIS LANGUAGE

The PhD thesis can be written in an international language, unless otherwise stipulated in the Department's internal regulations. In this case, the abstract is submitted in Greek.

THESIS PROPOSAL

- Presentation of a thesis proposal before a three-member committee. The committee is appointed by the Departmental Council, is proposed by the Research Supervisor and the Postgraduate Programmes Committee of the Department, and is chaired by the Research Supervisor. The three-member committee is composed of:
 - the Research Supervisor of the doctoral student (Chairperson of the Committee)
 - one member from the departmental academic staff

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- one member from the departmental academic staff, or from another department of the University of Cyprus in a related discipline or from another university or research centre.
- Presentation of the thesis proposal up to four semesters after the success in the comprehensive exam.
- The proposal is evaluated with a Pass/Fail grade.
- In case of failure in the presentation of the thesis proposal, the PhD student is allowed to repeat it for one more time.
- Presentation of the thesis proposal is not evaluated with an “Incomplete” grade

SUBMISSION AND DEFENCE OF THE DOCTORAL THESIS

- Submission of an original thesis constituting an important contribution to scientific knowledge.
- The PhD student may not submit a thesis until he/she has completed six (6) semesters from the day of admission to the doctoral programme.
- Defence of the thesis before a five-member examining committee. The committee is appointed by the Departmental Council, is proposed by the Research Supervisor and the Departmental Postgraduate Programmes Committee, and is composed of:
 - three members from the departmental academic staff, one of whom is the student’s Research Supervisor
 - one member from another university or research centre
 - one member from another Department of the University of Cyprus in a related discipline or from another university or research centre
 - the Chair of the Committee is a member of the department’s faculty, but not the Research Supervisor.
- The procedure for defence of the thesis consists of three stages:
 - presentation of the thesis in an open lecture
 - discussion of the thesis with the members of the Examining Committee
 - meeting of the Committee and formation of the Committee's final proposal.
- The five-member examining committee submits a proposal to the Chairperson of the Department with possible suggestions to the doctoral candidate. The Chairperson submits the proposal to the Senate for approval via the Dean of the Graduate School.
- If the proposal of the examining committee is not unanimous, the Senate may refer it back to the Department and ask from the Departmental Council to appoint two (2) new external evaluators and ask for their opinion on the thesis. The recommendations of the new evaluators are submitted to the Chair of the Department who forwards them to the Departmental Council and then to the Senate for approval.

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- If the examining committee suggests any changes or improvements in the doctoral thesis, the Senate will grant final approval for the award of the PhD title after the Research Supervisor confirms in writing that all modifications have been implemented.
- If the examining committee cannot recommend awarding a degree, the PhD student may be allowed to resubmit the thesis, after due modifications have been made in accordance with the committee's requirements, and repeat the entire process of defence once more. The re-submission of the thesis should take place within eight academic years (16 semesters) which is the maximum duration of studies for a PhD student.
- The Chair of the Department submits to the Dean of the Graduate School the following documents: the final report of the five-member examining committee (with any attachments), the filled-out Form for the Submission of PhD Documents, the Thesis Submission Receipt from the University Library, and one hard copy of the PhD thesis. The Dean of the Graduate School checks all supporting documents, verifies that the procedure followed is in accordance with University regulations and forwards all supporting documentation to the Rector's Council for preliminary approval. The Rectors' Council submits a brief proposal to the Senate regarding the awarding or not of the title of Doctor of Philosophy. The Rectors' Council brief proposal is accompanied by the report of the examining committee and an abstract of the thesis. The Rector's Council informs the Senate of any special circumstances regarding the thesis and/or the procedure.

QUALITY ASSURANCE REQUIREMENTS FOR DOCTORAL THESIS

- 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.

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- 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.

The following conditions apply to the procedures of a doctoral program:

- The student submits a research proposal in writing, in which he/she states explicitly what he/she believes are the original aspects and the scientific contribution of the proposed work. The proposal is evaluated by a three-member committee who submits a structured evaluation report stating both the points of agreement and the points of disagreement with the positions supported by the doctoral student. The evaluation report is submitted to the Departmental Board as an information item.
- The thesis is submitted for evaluation only after the approval of the Research Supervisor of the student.
- The five-member examining committee is composed of the Research Supervisor, another two members from the Department's faculty, one external member from another university or research centre and one external member from another Department of the University of Cyprus or from another university or research centre. All external members of the examining committee must come from areas directly related to the subject of the thesis. Any conflict of interest between the student and the external examiners must be avoided.
- Following internal rules, the Department may request from all members of the examining committee to submit to the Chair of the examining committee an independent written report with preliminary comments on the content of the thesis. The independent preliminary reports are then communicated to all other members of the examining committee prior to the thesis examination and are annexed to the final report submitted by the examining committee. The submission of a preliminary report by the Research Supervisor is optional. The examining committee decides by majority whether the doctoral student will be given the opportunity to defend his/her PhD thesis before the examining committee.
- The examining committee addresses its report to the Senate of the University of Cyprus. It should be noted that the examining committee does not decide on awarding or not a PhD title, but only makes a recommendation to the Senate, which is the appropriate body for making the final decision. The report must always be substantiated convincingly. Especially in the case of a positive recommendation, it must analyze the

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importance and originality of the research conducted as well as the scientific contribution the thesis makes to the particular field.

- The report of the examining committee must identify publishable material contained in the thesis, as well as suggest the type of publication (e.g. journal article, monograph). Reference must also be made to publications already produced from the thesis, in which case both a list of these and the actual text(s) must be attached to the final report.

The Chair of the Department submits to the Dean of the Graduate School the following documents: the final report of the five-member examining committee (with any attachments), the filled-out Form for the Submission of PhD Documents, the Thesis Submission Receipt from the University Library, and one hard copy of the PhD thesis. The Dean of the Graduate School checks all supporting documents, verifies that the procedure followed is in accordance with University regulations and forwards all supporting documentation to the Rector's Council for preliminary approval. The Rectors' Council submits a brief proposal to the Senate regarding the awarding or not of the title of Doctor of Philosophy. The Rectors' Council brief proposal is accompanied by the report of the examining committee and an abstract of the thesis. The Rector's Council informs the Senate of any special circumstances regarding the thesis and/or the procedure.

STRUCTURE OF A DOCTORAL THESIS

- Hard Cover
- Title Page (Inside Cover)
- Back side of Title Page
- Validation Page (must bear the signature of the Research Supervisor and the Chairperson of the Evaluation Committee. Other signatures are not obligatory).
- Declaration and signature of Doctoral Candidate
- Abstract in Greek (approximately 500 words)
- Abstract in an international language (approximately 500 words)
- Acknowledgements (Optional-depends on the candidate)
- Dedication (Optional-depends on the candidate)
- Table of Contents
- List of Figures
- List of Tables
- Chapters
- Conclusions
- References
- Appendices (if applicable)

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SPECIFICATIONS OF A DOCTORAL THESIS

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 New 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,

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must have continuous numbering using Arabic numerals (1, 2, 3, 4, 5, ...). Page numbers are located at the bottom, justified to the right.

PRINTED APPEARANCE OF A DOCTORAL THESIS

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

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STRUCTURE OF THE MAIN PARTS OF A DOCTORAL THESIS

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 fulfilment 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 Chairperson 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 fulfilment 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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TEMPLATE: SPECIFICATIONS, INSTRUCTIONS FOR PREPARING, EDITING, WRITING AND SUBMISSION OF DOCTORAL DISSERTATION

You can Please check the template [here](#).

APPROVAL PROCEDURE

The Chairman of the Department submits to the Dean of the Graduate School the following supporting documents:

1. [The PhD justifications submission form](#)
2. The Departmental Board minutes with the approval of the five-member examining committee.
3. An independent written report from the five members of the Examining Committee with preliminary comments and statements on the content of the thesis.
4. The final report of the five-member Examining Committee.
5. A confirmation of the Research Supervisor of the doctoral student that any recommendations of the Examining Committee for changes in the thesis, have been implemented.

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6. Both a list and copies of the actual publications that have already produced from the doctoral thesis and/or any articles that are being published/ under crisis, as well as any papers in scientific conferences.
7. A confirmation of the Financial Services of the University of Cyprus that the doctoral student has settled all his payments.
8. [A Doctoral Dissertation Receipt Confirmation from the University Library.](#)
9. One hard copy of the PhD thesis.

The Dean of the Graduate School checks all the PhD supporting documents, verifies that the procedure which has been followed was in accordance with the University regulations and forwards all the supporting documents to the Rector's Council for their initial approval. The Rector's Council submits a brief proposal to the Senate for the final decision regarding the award of the Doctor of Philosophy title. The Rector's Council brief proposal is accompanied by the report of the Examining Committee and an abstract of the thesis. The Rector's Council informs the Senate of the existence of any special circumstances. The Doctor of Philosophy title is approved by the Senate.

27.04.2022