

Please note that the English translation of the present rules is for information purposes only and is not intended to have any legal effects. In the event that a dispute should arise about the interpretation of the rules contained herein and the rules contained in the original Greek document, the latter shall prevail.

2.1.5.1 Rules on the Procedure for the Announcement and Election of the Dean and Deputy Dean of the Graduate School

Under Regulation 6 of the University of Cyprus (Operation of the Graduate School) Regulations 2011

- 1.** The Rector shall convene in writing and determine the date, time, and place for a special meeting of the members of the Boards of the other Faculties of the University of Cyprus to vote for the election of the Dean and Deputy Dean of the Graduate School. At least four weeks prior to the designated voting date, the Dean shall notify by electronic mail (email or internal electronic mail system) all members who are eligible to vote and submit nominations. Provided that, academic members who are on leave without pay shall not be entitled to vote.
- 2.** All Professors of the University of Cyprus shall be eligible to stand for the position of Dean of the Graduate School, while all Professors and Associate Professors of the University of Cyprus shall be eligible to stand for the position of Deputy Dean of the Graduate School.
- 3.** The Dean and Deputy Dean of the Graduate School shall come from different Faculties.
- 4.** The office of the Dean and Deputy Dean of the Graduate School shall be incompatible with the office of the Rector, the Vice-Rector, the Dean and Deputy Dean of other Faculties, and the Chairperson and Vice-Chairperson of the Department. Provided that, this incompatibility shall be in force and applicable as of the date of taking up office.
- 5.** In case of absence or incapacity of the Dean of the Faculty or during a vacancy in that office, the Deputy Dean shall exercise all the powers and perform all the duties of the Dean.
- 6.** Candidates shall submit to the Rector, on a special form, their nomination signed by three academic staff members of the University of Cyprus who have the right to vote, i.e. who participate in the Board of one of the other Faculties of the University of Cyprus. The submission and co-signature of the nomination shall be conducted electronically (e-mail or electronic nomination system). Candidates shall be entitled to stand for both offices by sending a different email for each office.
- 7.** In case nominations are submitted for both offices by members of the same Faculty or in case a candidate submits a nomination for both offices, the procedure for the election of the Dean shall precede the procedure for the election of the Deputy Dean. (Provided that, in accordance with Rule 3 above of the present Rules, nominations for the office of Deputy Dean coming from the same Faculty as the Dean shall be automatically excluded.) A candidate may withdraw his/her nomination no later than three working days prior to the election.
- 8.** The deadline for the submission of nominations shall expire two weeks before the date set by the Rector for the election of the Dean and Deputy Dean, and the names of the candidates and their co-signatories shall be announced to the electorate. The Rector shall ensure the

preparation of ballot papers on which the names of the candidates shall be listed alphabetically by last name.

9. Upon expiration of the deadline for the submission of nominations, the Rector shall submit to the Rector's Council a list with the names of five (5) academic members with voting rights, to appoint them as members of the Election Committee, which shall supervise the conduct of the election procedure. The Rector's Council shall appoint a Chairperson, two members, and two alternate members of the Election Committee.

Provided that, candidates and co-signatories shall not be appointed to the Election Committee.

The Election Committee shall:

(a) ensure the secrecy of the ballot,

(b) determine and announce, before the voting date, the acceptable symbols for the selection of candidates. In particular, in the case of two candidates, as well as in the case of more than two candidates where the voter does not wish to rank the candidates (but to indicate his/her preference for only one), the acceptable symbols shall be +, √, x, while in the case of more than two candidates where the voter wishes to rank the candidates the acceptable symbols shall be 1, 2, 3, etc.,

(c) determine and announce, before the voting date, the duration of the voting and declare votes open and closed,

(d) count the votes,

(e) decide on any objections during the election procedure,

(f) announce the results.

10. For the results to be valid, at least 50% + 1 of the members of the electorate shall vote. If the votes cast do not represent at least 50% + 1 of the members of the electorate, the Election Committee shall stop the procedure, ensure the destruction of the ballot papers, and inform the Rector. The Rector shall convene a new meeting in writing (electronically), which shall be held within 2 working days of the previous meeting, specifying the time, duration, and place of the meeting. At the adjourned meeting, the election shall be held without requiring 50% + 1 of the members of the electorate to have voted. The adjourned meeting shall be held with the same candidates and the same Election Committee, based on the arrangements already notified by the Election Committee.

11. For the election, the single transferable vote system shall apply if there are more than two candidates. In this case, each voter shall rank the candidates of his/her choice in order of preference; otherwise, the ballot paper shall be considered void.

A candidate who obtains more than 50% of the valid first preference votes shall be elected. Blank ballots shall be counted as valid. Void ballots shall be counted separately and shall not be included among the valid ballots.

If not:

i. The candidate who obtained the fewest first preference votes shall be eliminated, and the vote of each voter who gave a first preference vote to the eliminated candidate shall be transferred to the candidate the voter chose as his/her next choice.

If more than one candidate obtains the same number of votes, the candidate with the fewest second preference votes shall be eliminated, and so on. In the event of a tie concerning the last preference as well, one candidate shall be eliminated by the Election Committee by drawing lots.

ii. The above procedure shall be repeated every two working days and up to three consecutive times until a candidate has obtained more than 50% of the valid first preference votes. If, on the third ballot, no candidate obtains more than 50% of the valid first preference votes, the procedure shall be terminated, the position shall be declared vacant, and the procedure shall start anew.

iii. In the event of a tie in the final stage, the candidate who obtained the greatest number of first preference votes in the initial count shall be elected. If there is also a tie in this case, the candidate who obtained the greatest number of second preference votes in the initial count shall be elected, and so on. In the event of a tie concerning the last preference, the Dean shall be elected by the Election Committee by drawing lots.

12. Upon completion of the election, the Election Committee shall prepare the minutes, which shall be submitted to the Rector.

13. The ballot papers shall be placed in an envelope, which shall be sealed by the Chairperson of the Election Committee and be retained in the archives of the Senate for 6 months. The envelope may be opened by the Chairperson of the Election Committee only in the event of an objection to the election. The non-elected candidates have the right to submit an objection to the Rector within 48 hours of the announcement of the results. If an objection is lodged, the Rector shall appoint a three-member committee to evaluate the objections. The three most senior Deans in the rank of Professor in the other faculties of the University of Cyprus shall be appointed as members of the committee. Provided that, if there are no three Deans in the rank of Professor, the committee shall be completed by the most senior Deans in the rank of Associate Professor.

The present Rules were approved at meeting No. 195 of the Council (Part A), dated 14/11/2011, and were amended at meeting No. 1/2024 of the Regulations Committee, dated 8.7.2024.