

Please note that the English translation of the present circular 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 provisions contained herein and the provisions contained in the original Greek document, the latter shall prevail.

3.7.1 Circular regarding the Operation of the Language Centre

1. MISSION

The mission of the Language Centre shall be to:

- (a) provide language instruction to undergraduate students.
- (b) conduct research and promote development in the field of foreign language teaching.

The Language Centre may also provide consultancy services on matters relating to foreign language teaching, in accordance with the policy of the University of Cyprus in force from time to time.

2. RESPONSIBILITIES

The Language Centre shall be assigned to the Faculty of Humanities. Its responsibilities shall include the following:

- I. The provision of foreign language courses to undergraduate students at the University of Cyprus, in fulfilment of the general requirement for learning a foreign language.
- II. The provision of courses or programmes (at introductory, advanced, or adult education level) in languages other than Greek, to any persons within or outside the University.
- III. The establishment of a Media Centre, which shall be equipped with audiovisual material relating to the learning of languages other than Greek. Such material shall be available, through an appropriate lending procedure, to internal and external users.
- IV. The provision of training programmes for professional translators and conference interpreters, as well as the offering of other professional programmes in languages other than Greek.
- V. The provision of translation and interpreting services within and outside the University.
- VI. The provision of linguistic editing services for documents.

Furthermore, the Language Centre may collaborate with Departments of the University in the teaching of courses relating to languages other than Greek, translation, or interpreting, as part of undergraduate or postgraduate programmes of study.

3. STAFF OF THE CENTRE

The staff of the Centre shall consist of the following:

- (a) The Director of the Centre, who shall be assigned to the Faculty of Humanities. The Faculty of Humanities shall be responsible for the supervision of the Centre.

- (b) Members of the Special Teaching Staff of the University of Cyprus, who shall be exclusively engaged in the teaching of foreign language courses.
- (c) Members of Special Scientists who shall be employed at the Language Centre of the University of Cyprus. Provided that, their employment shall be for one (academic) semester at a time, and shall, in no case, exceed the total duration of thirty (30) months, irrespective of whether such employment is continuous or intermittent.
- (d) One (1) Officer.
- (e) One (1) Secretary.

4. DIRECTOR OF THE CENTRE

4.1. Qualifications, Appointment, and Placement of the Director

The Director of the Language Centre shall be assigned to the Faculty of Humanities. The qualifications required for appointment to the position of Director shall be equivalent to those required for appointment to the rank of Assistant Professor (with the corresponding salary, but without the corresponding academic title). Specialisation in applied linguistics and/or the teaching of foreign languages, as well as extensive experience in administration, shall also be required. Experience in the development of teaching materials shall be considered an additional qualification. The position shall be announced, and the appointment shall be made based on a three-year contract, which may be renewed every three years. Appointment shall be effected in accordance with the procedure applicable to the election of academic staff at the rank of Assistant Professor.

The Director shall also provide teaching services for the purposes of the Departments of the Faculty to which he/she belongs, for up to three teaching hours per week, and shall participate in the meetings of the Board of the Faculty of Humanities without the right to vote.

The office of the Director of the Language Centre shall be incompatible with the office of the Director of a Research Unit, the Chairperson or Vice-Chairperson of a Department, the Dean or Deputy Dean of a Faculty, and the Vice-Rector or Rector of the University.

4.2. Responsibilities of the Director

The Director shall be responsible for planning the development of the Centre and, to this end, shall submit a budget, in accordance with the relevant procedures, to the Finance and Personnel Committee.

The Director shall coordinate all activities of the Centre and shall, in general, be responsible for the orderly and efficient day-to-day operation of the Centre.

The Director shall submit an annual report on the activities of the Centre to the Senate, through the Board of the Faculty of Humanities. This report shall include the income and expenditure of the Centre during the preceding academic year and shall set out the planned development of the Centre for the following three years.

4.3. Evaluation, Termination, and Renewal of the Contract of the Director

Within three months of taking office, the Director of the Centre shall submit to the Senate, through the Board of the Faculty of Humanities, a development plan for the Centre for the following five-year period, together with a balanced budget forecast of the anticipated income and expenditure.

The performance of the Director shall be evaluated by the Board of the Faculty of Humanities every two years. In the event that the performance is deemed unsatisfactory, the Dean shall notify the Director in writing of the recommendations of the Board of the Faculty, the objectives to be achieved, and the time frame within which these objectives are to be met. Should the Director consider the recommendations of the Board of the Faculty and the proposed time frame to be unjustified, he/she may submit a substantiated proposal to the Senate. The Senate shall review the recommendations of the Board of the Faculty and any proposal submitted by the Director and shall make a final decision on the objectives to be pursued and the corresponding time frame.

Upon completion of the specified period, the performance of the Director shall be re-evaluated by the Board of the Faculty, which shall subsequently submit a recommendation to the Senate as to whether the contract of the individual holding the position of Director should be terminated. Where the Board of the Faculty recommends that the contract of the Director of the Centre be terminated, the Director shall have the right to submit his/her own comments and observations on the matter to the Senate. Any decision of the Senate to terminate the Director's contract shall require ratification by the University Council.

The renewal of the contract of the Director of the Centre shall require a positive recommendation by the Board of the Faculty of Humanities to the Senate and ratification of such recommendation by the Senate. The decision on the renewal of the Director's contract shall be taken at least six (6) months prior to the expiry of his/her contract.

5. COMPOSITION OF THE BOARD OF THE LANGUAGE CENTRE

- (1) The Language Centre shall be assigned to the Faculty of Humanities. Its new structure reflects its broader academic character within the University.
- (2) There shall be a Board of the Language Centre, which shall consist of the following members:
 - (a) the Dean of the Faculty of Humanities, as Chairperson;
 - (b) the Director of the Language Centre;
 - (c) three (3) members of the academic staff from the Faculty of Humanities, selected by the Board of the Faculty;
 - (d) two (2) members of the academic staff from the remaining Faculties of the University, each from a different Faculty, appointed by the Senate;

- (e) three (3) members of the Special Teaching Staff of the Language Centre, at least one (1) of whom shall be a permanent member and one (1) a non-permanent member. Such members shall be elected by all members of the Special Teaching Staff of the Language Centre;
- (f) one (1) member of the Special Scientists of the Language Centre, elected by all members of the Special Scientists of the Centre;
- (g) two (2) members representing the students of the University, appointed by the Student Union – (Φ.Ε.ΠΑΝ).

Provided that, if, for any reason, all members of the Special Teaching Staff and all members of the Special Scientists fail to elect their representatives to the Board, as provided under subparagraphs (e) and (f) above respectively, such representatives shall be appointed by lot by the Director of the Centre, following a five (5)-day period within which the representatives may be elected.

- (3) (a) The term of office of the members of the Board of the Language Centre referred to in subparagraphs (c), (d), and (e) shall be three (3) years, with the possibility of re-election for one additional term.
- (b) The term of office of the Dean of the Faculty of Humanities and of the Director of the Language Centre shall be for such time as they maintain the capacity in which they are appointed as members of the Board.
- (c) The term of office of the student representatives shall be one (1) year, with the possibility of re-election for one additional term.
- (d) The term of office of the member representing the Special Scientists shall be one (1) academic semester, with the possibility of reappointment for up to three (3) additional terms, provided that he/she continues to hold the position of Special Scientist at the Language Centre. Provided further that, in the event that the member ceases to hold the position of Special Scientist at the Language Centre, he/she shall automatically cease to be a member of the Board as well.
- (4) In the event that a vacancy occurs among the members of the Board of the Language Centre, such vacancy shall be filled for the remainder of the term of office of the member in whose place he/she has been appointed or elected. When the remainder exceeds one half of the term of office, then, for purposes of re-appointment, the term of office shall be deemed to be a regular term.
- (5) The decisions of the Board of the Language Centre shall be forwarded to the Senate through the Vice-Rector for Academic Affairs.

6. BUDGET OF THE CENTRE

The positions of the Director, the Officer, and the Secretary shall be funded from the budget of the University. Any additional funding from the state budget of the University shall concern exclusively the provision of courses in (non-self-funded) programmes of study of the University, such as, for instance, positions of members of the Special Teaching Staff assigned to the Centre, the employment of Special Scientists, the purchase of laboratory or other equipment, etc. For

the purposes of calculating the positions of Special Teaching Staff to which the Language Centre is entitled under the state budget of the University, courses that exclusively serve the needs of the programmes of study of the University shall be assigned specific codes (by the Centre) to facilitate the calculation of the corresponding full-time equivalents (FTEs).

For any activities, programmes, and services of the Centre provided to external and/or internal users, for which the payment of tuition fees or charges is required and which do not form part of the programmes of study of the University, the Centre shall submit, on a case-by-case basis, a comprehensive and duly substantiated budget. The provision of services by the University of Cyprus to the Centre shall be costed as appropriate, and the relevant overheads shall be charged accordingly. Therefore, activities of a profit-making nature undertaken by the Centre shall not be subsidised by the state budget of the University.

In general, the revenue of the Centre is expected to derive from the following sources:

- I. Tuition fees from postgraduate studies, in accordance with the internal regulations of the Centre and the Departments of the University with which the Centre collaborates within the framework of specific Master's programmes.
- II. Fees for enrolment in courses or programmes (e.g., foreign language instruction, professional training, adult education, translation, interpreting) that do not form part of the programmes of study of the Departments of the University.
- III. Fees arising from the use and lending of materials provided by the Media Centre, primarily by external users.
- IV. Fees for the linguistic editing of documents.

These revenues shall be used for the development of the Language Centre.

7. COLLABORATION WITH THE CENTRE FOR LIFELONG LEARNING, ASSESSMENT AND DEVELOPMENT (KEPEAA)

The Language Centre may collaborate with KEPEAA to provide professional training and adult education programmes.

The above Circular was approved at Meeting No.108 of the Council, dated 22.10.2003, and was amended at Meeting No. 140 of the Personnel and Regulations Committee, dated 21.7.2010, at Meeting No. 18/2010 of the Senate, dated 29.9.2010, and at Meeting No. 16/2018 of the Personnel and Regulations Committee, dated 18.12.2018.