

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 provisions contained herein and the provisions contained in the original Greek document, the latter shall prevail.

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### **3.9.1 Rules on the Operation of the Mental Health Centre (KEPSI), 2022**

#### **1. Establishment of the Mental Health Centre**

- (a) The University of Cyprus shall establish a Mental Health Centre which shall be assigned to the Faculty of Social Sciences and Education, under the scientific supervision of the Department of Psychology;
- (b) The Mental Health Centre shall meet the needs for:
  - (i) the promotion of mental health among the student and wider university community of the University of Cyprus, as well as for access to high-quality mental health services in a framework of respect for human rights and individual differences;
  - (ii) the provision of evidence-based health services to the community that are aligned with best and scientifically informed practices;
  - (iii) the training of competent young mental health professionals in procedures for the assessment, diagnosis, and treatment of a range of psycho-emotional, cognitive, and learning difficulties.

#### **2. The Objectives of the Mental Health Centre shall be to:**

- (a) provide a safe and confidential environment in which all students of the University of Cyprus may freely discuss issues regarding the management of difficult situations, emotions, and personal concerns, and receive high-quality health services, with the aim of ensuring their mental health and helping them adapt in the best way possible to the demands of their studies,
- (b) design, implement, and evaluate programmes of prevention, early intervention, and personal development for the student community, which shall contribute to the development of self-awareness and adaptability skills, and to the enhancement of students' academic experience;
- (c) provide a safe and confidential environment in which all staff of the University of Cyprus may freely discuss issues regarding the management of difficult situations, emotions, and personal concerns, and receive high-quality health services, with the aim of ensuring their mental health and promoting effectiveness in the workplace;
- (d) design, implement, and evaluate programmes of prevention, early intervention, and personal development for staff, which shall contribute to the development of self-awareness and skills, and to the improvement of work experience and work-life balance;
- (e) provide high-quality education and professional training to postgraduate students/ mental health professionals in training;
- (f) contribute to the enhancement of the quality of mental health services provided in the country, and to the improvement of the quality of life;

- (g) further contribute to applied clinical research, the development of research programmes, and the securing of external funding by providing the necessary infrastructure and bringing together the available resources, expertise, and materials for this purpose.

### **3. Responsibilities of the Mental Health Centre**

The responsibilities of the Mental Health Centre shall be as follows:

- (a) to study matters related to mental health and provide services aimed at its promotion and enhancement;
- (b) to monitor and update best practices in matters of mental health applied at the University of Cyprus and in the wider community;
- (c) to provide support to the entities of the University of Cyprus in addressing the needs of students that may arise from psychological difficulties;
- (d) to contribute to the work of the Academic Affairs and Student Welfare Service by providing psychological assessment and intervention services to current and prospective students with mental disorders or learning difficulties, thereby assisting the University of Cyprus in meeting its legal obligations towards students with disabilities.

### **4. Composition of the Council of the Mental Health Centre**

(1) There shall be a Council of the Mental Health Centre which shall consist of the following members:

- (a) the incumbent Chairperson of the Department of Psychology;
- (b) the Director of the Mental Health Centre;
- (c) the Head of the Academic Affairs and Student Welfare Service;
- (d) one administrative officer from the Academic Affairs and Student Welfare Service, responsible for student welfare affairs;
- (e) three members of the academic staff of the Faculty of Social Sciences and Education, at least one of whom shall be from the Department of Psychology, appointed by the Board of the Faculty of Social Sciences and Education;
- (f) one member of the academic staff of the University of Cyprus specialising in Psychiatry, appointed by the Medical School;
- (g) one representative of the doctoral students/mental health care professionals in training of the University of Cyprus, elected by those students.

(2) The term of office of the members of the Council referred to in subparagraphs (e), (f), and (g), who do not participate *ex officio*, shall be three years with the possibility of renewal.

- (3) The Director shall serve as Chairperson of the Council, and the Head of the Academic Affairs and Student Welfare Service shall serve as Secretary.

## **5. Duties and Responsibilities of the Council**

- (1) The Council, subject to the provisions of these Rules, shall exercise the powers and perform the duties assigned to it under these Rules and, in particular, shall be responsible for the following:
  - (a) the proper functioning of the Mental Health Centre;
  - (b) the supervision of the organisation and provision of the services offered;
  - (c) the achievement of the objectives for which the Centre was established;
  - (d) the development and supervision of new activities;
  - (e) the approval of the annual budget of the Mental Health Centre;
  - (f) the approval of the annual report of the Mental Health Centre.
- (2) The Council, through its Director, shall submit an annual report on the activities of the Mental Health Centre to the Dean of the Faculty of Social Sciences and Education, within two months from the end of the fiscal year. This report shall include the income and expenditure from the budget and shall set out the planned development of the Centre for the following three years.

## **6. Quorum and Manner of Taking Decisions**

- (1) There shall be a quorum when the number of the Council members present is equal to the next integer greater than half of the total number of members of the Council.
- (2) The decisions of the Council shall be taken by a majority of the members present. In the event of a tie, the Chairperson shall have a casting vote.
- (3) The representative of doctoral students/mental health care professionals in training shall participate in the discussion and decision-taking procedure on all matters, except for matters concerning and/or relating to:
  - (a) the appointment of the Director of the Mental Health Centre;
  - (b) the selection of Special Scientists – Clinical Practice Supervisors and research assistants.

## **7. Procedures of the Council**

The Council may make internal rules regulating the manner and time of convening meetings, the procedure to be followed at its meetings or the non-participation of a member thereof and the manner of keeping minutes, in accordance with the existing Regulations governing the operation of the collective bodies of the University of Cyprus.

## **8. Qualifications of the Director of the Mental Health Centre**

The Director of the Mental Health Centre shall be appointed following an announcement of the position, and shall possess the following qualifications:

- (a) be a registered psychologist in the Republic of Cyprus in one of the specialisations of Clinical, Counselling, or School Psychology;
- (b) hold a doctoral degree in one of the specialisations above;
- (c) have professional experience and standing in his/her field, as well as in performing clinical and administrative duties in a similar position or with similar populations;
- (d) possess organisational and administrative skills.

**9. Powers and Duties of the Director of the Mental Health Centre**

- (a) organises and supervises the programmes of the Centre in accordance with best practices in the provision of psychological support services and needs assessment;
- (b) coordinates all the activities of the Centre;
- (c) supervises and evaluates the staff of the Centre;
- (d) is responsible for the preparation of the programmes of the Centre;
- (e) is responsible for the preparation and submission of the annual budget;
- (f) ensures the preparation of the annual report on the activities of the Centre, which shall be approved by the Council and submitted to the Dean of the Faculty of Social Sciences and Education in accordance with Rule 5(2);
- (g) remains informed about scientific developments in the field of psychology, the provision of psychological services, and other matters related to the position and the services provided.

**10. Staff of the Mental Health Centre**

The staff of the Centre shall consist of:

- (a) the Director;
- (b) University Officers (Psychological Support) registered in the Register of Psychologists maintained by the Cyprus Registration Board for Psychologists;
- (c) Special Scientists - Clinical Practice Supervisors and research assistants with expertise in the field of applied psychology;
- (d) a secretary.

**11. Funding of the Mental Health Centre**

- (1) The cost of employing the staff of the Centre shall be covered by the Budget of the University of Cyprus;
- (2) Funding from the state budget of the University shall concern exclusively the provision of services to students, as an obligation imposed under the Regulations on the Education and Training of Children with Special Needs (R.A.A. 186/2001), as amended and/or replaced from time to time;
- (3) For activities, programmes, and services of the Centre provided to external and/or internal users, which are funded from resources other than state funding, the Centre shall prepare a comprehensive budget for each such activity, and all fees collected shall be recorded in its financial statements, based on which the relevant overheads shall be calculated, as determined by the Council of the University of Cyprus.

## **12. Premises of the Mental Health Centre**

The Centre shall be housed in premises of the University of Cyprus which meet the following minimum requirements:

- (a) easy access for all interested persons, meeting basic needs for privacy and discretion (e.g. appropriate signage for ease of location and movement within the premises, adequate soundproofing of offices, etc.);
- (b) accessibility for persons with disabilities;
- (c) a user-friendly environment (e.g. design, layout, lighting, cleanliness, etc.);
- (d) provision for future expansion of facilities (e.g. additional offices, meeting rooms, sanitary facilities, creation of interconnected spaces through one-way mirrors and video recording systems, etc.);
- (e) provision for the safety of the Centre's staff (e.g. installation of security systems, appropriate equipment/furnishings, etc.).

**The above Rules were approved by the University Council at Meeting No. 4/2022, dated 11.4.2022.**