

Doc. 300.1.2

Date: 06/7/2021

Higher Education Institution's Response

- **Higher Education Institution:** European University Cyprus
- **Town:** Nicosia
- **Programme of study Name (Duration, ECTS, Cycle)**
In Greek:
“Νομική Επιστήμη (3 έτη/180 ECTS, Διδακτορικό)”
In English:
“Law (3 years/180 ECTS, Ph.D.)”
- **Language(s) of instruction:** Greek
- **Programme's status:** Currently Operating
- **Concentrations (if any):** N/A

In Greek: Concentrations

In English: Concentrations



The present document has been prepared within the framework of the authority and competencies of the Cyprus Agency of Quality Assurance and Accreditation in Higher Education, according to the provisions of the “Quality Assurance and Accreditation of Higher Education and the Establishment and Operation of an Agency on Related Matters Laws of 2015 to 2019” [N. 136 (I)/2015 to N. 35(I)/2019].

A. Guidelines on content and structure of the report

- *The Higher Education Institution (HEI) based on the External Evaluation Committee's (EEC's) evaluation report (Doc.300.1.1 or 300.1.1/2 or 300.1.1/3 or 300.1.1/4) must justify whether actions have been taken in improving the quality of the programme of study in each assessment area.*
- *In particular, under each assessment area, the HEI must respond on, without changing the format of the report:*
 - *the findings, strengths, areas of improvement and recommendations of the EEC*
 - *the conclusions and final remarks noted by the EEC*
- *The HEI's response must follow below the EEC's comments, which must be copied from the external evaluation report (Doc.300.1.1 or 300.1.1/2 or 300.1.1/3 or 300.1.1/4).*
- *In case of annexes, those should be attached and sent on a separate document.*

The Department of Law of European University Cyprus wishes to express its sincere gratitude to the External Evaluation Committee (EEC) for the evaluation of the Ph.D. programme of study Ph.D. in Law.

It is with great pleasure that the Department and the School of Law noted the positive feedback of the EEC and we appreciate its insightful recommendations, which provided us the opportunity to further improve the quality and implementation of the programme. In the following pages, we respond in detail to all recommendations for improvement suggested by the EEC and we provide all relevant information to explain the actions taken to ensure that the newly accredited programme is of high quality.

1. Study programme and study programme's design and development (ESG 1.1, 1.2, 1.7, 1.8, 1.9)

Areas of improvement and recommendations

The following areas of improvement and recommendations have been identified:

It remains unclear if policy for quality assurance guards against intolerance of any kind or discrimination against the students or staff ◊ This aspect could be considered by implementation of an independent complaint body.

Responses by EUC:

Policy against discrimination-Implementation of an independent complaint body

We would like to thank the EEC for pointing this out and we welcome the Committee's recommendations, which provide the opportunity to the School of Law to extend with more information about the measures EUC has taken in order to address this issue:

A. Zero-Tolerance discrimination policy. An Internal Regulation on Harassment and Bullying Policies has been implemented in European University Cyprus (EUC) since November 2018 (please see attached Appendix 1).

The purpose of this Policy is to state the University's position of the Zero Tolerance of Harassment and Bullying and to raise awareness amongst the University community of behaviour that would be considered "Harassment" and "Bullying". It provides guidance on informal and formal means of dealing with Harassment and Bullying when it occurs. This Policy applies to all registered students of the University (part-time and full-time conventional and distance), all members of staff and faculty and all visitors to the University.

The aim of the Policy is to:

- Promote a positive environment in which staff and students are treated fairly and with respect;
- Take a zero-tolerance approach to all incidents of bullying and harassment;
- Ensure all members of the University community understand their responsibility to contribute to the creation and maintenance of an environment free from bullying and harassment;
- Provide a framework of support for staff and students and for both parties involved in any complaints or allegations;
- Provide a mechanism to resolve issues;
- Ensure that the University abides by or takes into account relevant laws and regulations, in particular, the Equal Treatment in Employment and the Workplace Law of 2004 (58(I)/2004) and the Equal Treatment of Men and Women in Employment and the Workplace Law of 2002 (205(I)/2002).

B. Implementation of an Independent Complaint Body at the University level: The University has a clear two stage Complaints Procedure to address informal and formal concerns or complaints (please see attached Appendix 1). In brief this consists of:

- Stage 1: Early Resolution
- Stage 2: Formal Complaint

Stage 1. The Complainant submits an informal complaint to the Chairperson of the Department and Administrator of the School. If the Chairperson is either the complainant or the person the complaint is filed against, then the complaint is submitted to the Dean. If the Dean is involved, then the complaint is submitted to the Rector. The Complaint Document must provide information on:

- a) the nature of the concern;
- b) the supporting evidence;
- c) any actions taken to try to resolve the complaint;
- d) any outcome/resolution the complainant is seeking

Stage 2. The Chairperson after reviewing the informal complaint, forwards this to the Bullying and Harassment Committee. The Committee then evaluates whether the complaint can be resolved through mediation (Stage 1: Early Stage Resolution). Mediation services can be offered by the members of the EUC's Centre of Applied Psychology and Personal Development (KEPSYPA).

If mediation in resolving the issues fails or the nature of the complaint is assessed by the Bullying and Harassment Committee as very serious, then the case is forwarded to the Grievance Committee (Stage 2: Formal Complaint), which is constituted by the Senate Faculty Affairs Committee as a second-level body to examine grievances by faculty members and staff (EUC Charter Annex 11. Senate Bylaws, Chapter VII.3, article VII, section I.3, p. 210).

The Grievance Committee should reach a decision within 30 calendar days of receiving the Formal Complaint. The Grievance Committee informs the Rector or the Dean or the Chairperson in writing upon the decision. The Rector or the Dean or the Chairperson informs all individuals involved upon decision in writing.

C. Implementation of an Independent Complaint Body at the School level

Additionally, according to the EUC Charter Provisions each School has a standing Grievance Committee (please see attached Appendix 2). This Committee aims at promoting non-discrimination and objective and good administration and proper decision making at the School. The Committee acts as a forum for hearing and examining relevant grievances by School members, staff and students majoring in a program of the School. The Grievance Committee consists of five members:

- Two full -time School members not on probation appointed by the Dean of School;
- Two administrators appointed by the Rector; and
- One student representative nominated by the Students' Council and approved by the Rector. Students' representatives participate only when the Committee examines students' grievances.

2. Student – centred learning, teaching and assessment (ESG 1.3)

Areas of improvement and recommendations

The following areas of improvement and recommendations have been identified:

1. We would encourage the department to integrate Ph.D. students in the department by offering them appropriate paid teaching and additional research opportunities.
2. We believe that it would be good practice to have guidelines about the number of supervisory meetings per semester.

Responses by EUC:

1. Teaching and research opportunities for Ph.D. students

We thank the EEC for this important recommendation, which we fully share.

The EUC is already implementing the following policies:

A. Policy for Ph.D. scholarships

The University awards a number of full Ph.D. scholarships each year. The Ph.D. scholarships scheme is managed by the Office of the Vice-Rector of Research & External Affairs (see attached Appendix 3). The scheme aims to reward Faculty who have demonstrated an excellent record in research in the last five years in terms of high impact publications, citations to such publications and submission of proposals for external research funding. All full-time faculty members of the University who have the rank of Assistant Professor or higher are eligible to apply for the award, provided they have not been awarded a PhD scholarship as a Principal Investigator in the past three years. The PhD scholarships are awarded to the most promising candidates of any nationality. They cover the tuition fees of the PhD students for the duration of their studies.

About 10% of the awards are made to faculty members from the Department of Law and 10% to faculty members from the Department of Arts. For these two Departments faculty members will be ranked according to the average grade they received in the research category in their performance evaluation in the last five years.

B. Policy for Ph.D. scholarships for authoring a first-author Scopus paper

Ph.D. students can also get a partial scholarship for authoring a first-author Scopus paper (please see attached Appendix 4). This scheme is also managed by the Office of the Vice-Rector of Research & External Affairs.

The following rules apply for the awards:

- a. Each Ph.D. student is entitled to only one award during his or her studies.
- b. Students that receive this award should be in good standing and proceed normally with their Ph.D. studies.

- c. The scholarship will be paid as a tuition exemption of 500 euros, for one of the semesters after the acceptance of a publication or the presentation of the paper at a conference.
- d. The Ph.D. student must be the first, but not necessarily the only author, of the paper.
- e. The application for the scholarship must be submitted within a year of the acceptance of the paper (this applies to both conference and journal papers). The scholarship cannot be awarded to students with other scholarships or awards from the University.
- f. All applications will be reviewed and approved twice a year by the Senate Research Committee.

C. Other incentives

In addition, Ph.D. students can get funding by participating as research assistants in externally funded research projects awarded to faculty members of the School.

Moreover, **the School of Law has secured in its annual budget for the academic year 2021-2021, which was approved by the School Council on 21.4.2021, the following expenses:**

1,000 € as financial support to Ph.D. students for participation to Conferences; and
3,000 € for subscriptions to open access journals.

2. Number of supervisory meetings per semester

We thank the EEC for pointing out this gap, which the Department has tried to fill in the Ph.D. Dissertation Guide as indicated below:

Article 10 (para 2) of Ph.D. Programme in Law Guide has been amended as follows (see attached Appendix 5):

“The Supervisory Committee cooperates and meets with the “Ph.D. candidate” at least twice per semester, in coordinating and assessing the “Ph.D. Candidate’s progress”.

3. Teaching staff (ESG 1.5)

Areas of improvement and recommendations

The following areas of improvement and recommendations have been identified:

We believe that the department should reconsider balance between research, teaching and administration especially regarding the junior academic staff in order to help them fulfil their research potential. This would also fit with the department's own mission.

Response by EUC:

Balance between research, teaching and administration

Increasing the quality of the research output is a central pillar in both the University's and School's strategy. In practice, the culture of high quality research output is supported by a number of EUC's research support policies and mechanisms, including among others a policy on Teaching Hour Reduction (THR), the Sabbatical leave scheme, the "Annual Awards for Excellence in Research", as well as the available budgets for conference participation and membership in scientific and professional societies, and the Ph.D. Scholarships Award Scheme.

1. Teaching Hours Reductions (THR) through the University Research Policy

The University recognizes and supports the need for the Faculty's engagement in systematic and consistent research activities and career advancement. Consequently, it gives incentives to faculty to carry out quality research through its Policy for Teaching Hours Reductions (THR) which is described in section 7 of the EUC Research Policy (please see attached Appendix 6). Through the THR policy, faculty members who have a contractual obligation of 12 teaching hours per week and per semester, may, through this provision, have a reduced workload of either 6 or 9 hours per semester.

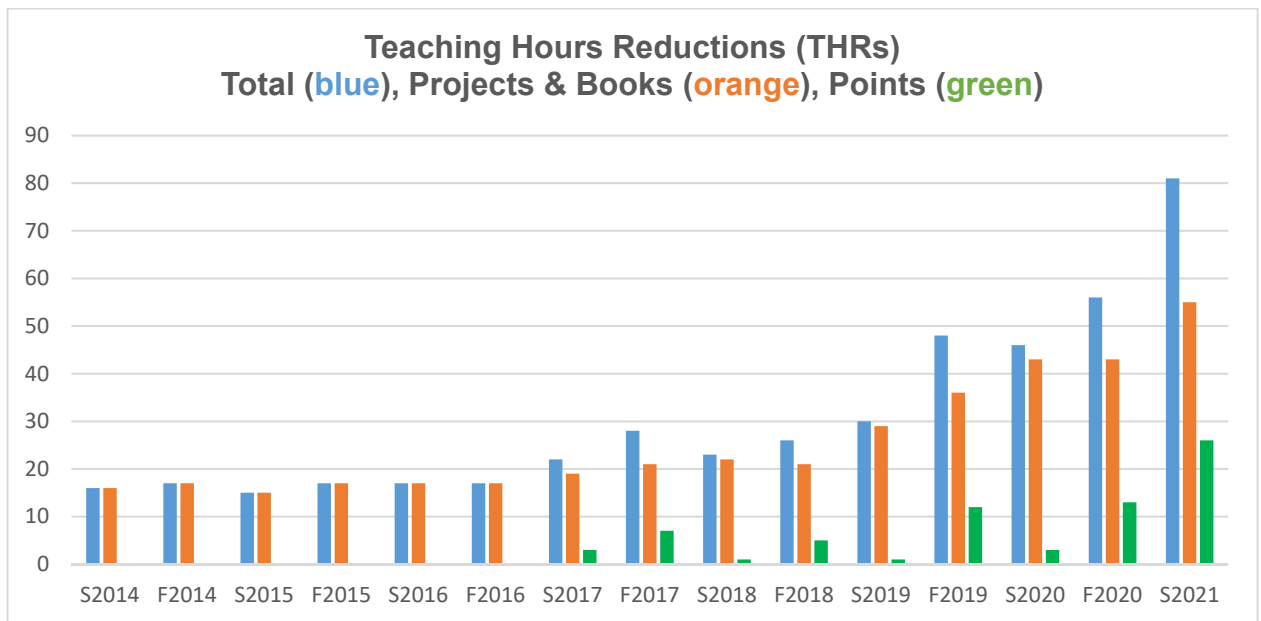
Faculty can get a THR either for participation in a funded research project, or for writing a book or by accumulation of points according to their publications, participation in conferences, submission of proposals etc.

Following the introduction of the THR policy, the research activities of full-time faculty of the University have substantially increased. This is evident from the steady increase in both the number of faculty who are granted a THR, and the parallel increase in research activities.

For instance, during the Spring 2020 semester, 35 full-time faculty members obtained a THR, 19 of which had a three (3) hour reduction, and 16 faculty members were granted a six (6) hour reduction. Within a year, the percentage of full-time faculty that was awarded a THR increased by 69% (February 2020–February 2021), whereby in the Spring 2021 semester alone, 59 full-time faculty members were granted a THR: 37 members obtained a three (3) hour reduction, and 22 faculty members were granted a six (6) hour reduction. A number of the School's faculty has systematically capitalized on the particular policy to get a reduction in their

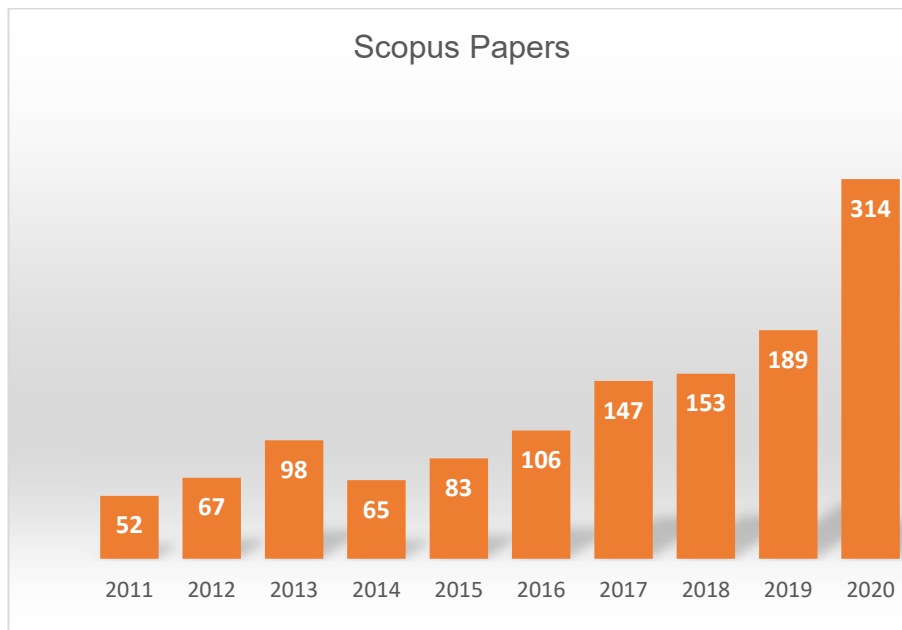
teaching, while every year additional faculty members are eligible for the THR. For instance, in the Fall 2020 semester, a six (6) hour reduction was granted to Dr. Christiana Markou (faculty member) and in the Spring 2021 semester a three (3) hour reduction was granted to Dr. Markou once again. For the Fall 2021 semester, Dr. Christiana Markou and Dr. Thalia Prastitou Merdi have already applied for a THR.

The figure below demonstrates the steady increase in the number of allocation of THR per semester (2014 to date).



The THR policy has led into a boost of not only the quantity but also the quality of research output. Specifically, in the last five years, the University’s output in Scopus indexed paper journals has **quintupled** as much. That is, for the years 2018, 2019 και 2020, the University’s publications in Scopus indexed journals is of the order of 156, 192 and 312, respectively. On the basis of this track record, and provided that the University maintains the benchmark of 150 high quality journal articles in the years 2021 και 2022, it fulfils the criteria for the **Times Higher Education World rankings** in 2023.

The figure below depicts the steady increase in the number of University’s output in Scopus indexed paper journals per calendar year (2011 to date).



Moreover, the positive effect of the THR policy is evident from the strong growth in the research activity of the University as measured through competitive external research projects. Such funding has **quadrupled** during the last 5 years.

2. Sabbatical Leave Scheme

The Sabbatical Leave scheme aims at encouraging faculty members to engage in scholarly research and international networking, and it is granted with full remuneration (please see attached Appendix 7).

A Sabbatical Leave is granted for planned travel study, formal education, research, writing of papers, monographs and books or other experience of academic value. At the end of the Sabbatical period, the faculty member must submit a detailed report on the research activities performed under that period.

3. Annual Awards for Excellence in Research

In addition, the “Annual Awards for Excellence in Research” may be seen as a further motivation for faculty to engage in high quality research. Specifically, two faculty members are awarded these Awards, on the basis of the quality and impact of their research. These two awards are:

- **The "EUC Research Award-Young Researcher"**, is awarded to young researchers that have demonstrated the ability to perform high-quality research. The Award aims to enhance young scientists' research activity who have shown an ability to produce significant and internationally recognized achievements from the early stages of their career.
- **The "EUC Research Award-Distinguished Researcher"** is granted to excellent scientists with extensive research experience who have demonstrated significant and internationally recognized research results. The Award aims to appraise and promote the work and personality of these distinguished scientists who honour European University Cyprus through their high-quality research and its impact.

To be eligible, full-time faculty members must be nominated by February 28 of each year. The nominations are assessed by a special committee, comprised of both internal and external members.

4. Other incentives

A series of other incentives is also employed, so as to encourage and support full-time faculty in their research activities, as outlined below:

- Based on their research profile and activities (at the time of hiring), newly hired full-time faculty members may be granted a THR from the very first semester of employment. The Department encourages junior academic staff to apply for a 3 hours or 6 hours THR, supports their application when submitted and, in case such a THR is granted, it takes all necessary actions to facilitate them to implement it.
- The University has also introduced the Ph.D. Scholarships Award Scheme. The general aim of the scheme is to reward faculty members who have been able to demonstrate an excellent recent research record. The scholarships are awarded to faculty members who fulfil the selection criteria of the scheme and who have a suitable Ph.D. candidate in their field. All full-time faculty members of the University who hold the rank of Assistant Professor or higher are eligible to apply for the award. The Ph.D. scholarships are awarded to the most promising candidates of any nationality. They cover the tuition fees of new Ph.D. students for the whole duration of their studies. Five (5) such scholarships have been announced for the academic year 2021-22.
- In addition, an annual budget of 1470 Euro is available for each full-time faculty member, including the junior academic staff, for participation in local and/or international conferences.
- A further, annual budget of the order of 120 Euro is available for each full-time faculty member, for subscription in scientific and professional associations.

4. Student admission, progression, recognition and certification (ESG 1.4)

Areas of improvement and recommendations

The following areas of improvement and recommendations have been identified:

1. It would be useful to have more information on declined applicants.
2. We would recommend that the assessment of the candidate's 'personality' in the admissions criteria be replaced with more specific characteristics or deleted

EUC's responses:

1. **Declined applicants:** The Office of Admissions records each applicant's data during and after the admission procedure on a Customer Management System (CRM). The main reasons for rejected candidates for the Ph.D. Programme in Law are the applicant's poor academic and research background, his/her lack of potential to undergo doctoral studies and his/her weak performance during the in-person interview.

Degree	Year	No of applications	No of rejections/withdrawals	% of rejections/withdrawals
PhD in Law	2017	10	8	20%
	2018	6	-	0%
	2019	13	5	38%
	2020	8	2	25%

2. **Candidate's assessment**

The Department is very positive to the EEC's suggestion for deleting the assessment of candidate's personality in the admissions criteria:

In fact, the School Council has decided to amend the art. 8 para 2 sub para 1 (8.2.1), under the title "Candidate's Assessment", Internal Regulations for Doctoral Studies for the School of Law as follows (please see attached Appendix 8):

"8.2.1. The assessment of a candidate, provided that he/she fulfils the minimal admission requirements, is conducted through an in-person interview during which additional criteria may be taken into consideration, such as his/her degree grade, his/her transcript in courses related to the Programme curriculum, the dissertation topic, his/her prior professional and research experience, his/her research work and his/her motivation for doctoral studies".



5. Learning resources and student support (ESG 1.6)

Areas of improvement and recommendations

The Department & the University are doing excellent work across all four dimensions

No areas of improvement and recommendations were indicated by the EEC

6. Additional for doctoral programmes *(ALL ESG)*

Areas of improvement and recommendations

The following areas of improvement and recommendations have been identified:

1. We would recommend that the assessment of the candidate's 'personality' in the admissions criteria be replaced with more specific characteristics or deleted.
2. It's not clear what the consequences are in case of plagiarism; It would be useful to include them on the study program.
3. During our discussions, the Department indicated that their doctoral programme would benefit from a change in the name from "Διδακτορικό στο Δίκαιο" to "Διδακτορικό στην Νομική Επιστήμη", in order to reflect better the range and nature of the candidates' projects. The Committee supports this proposal, and believes that, in principle, the University should have latitude in setting the name of its programmes

EUC's responses:

1. Candidate's assessment

The Department is very positive to the EEC's suggestion for deleting the assessment of candidate's personality in the admissions criteria.

In fact, the School Council has decided to amend the art. 8 para 2 sub para 1 (8.2.1), under the title "Candidate's Assessment" of the Internal Regulations for Doctoral Studies for the School of Law as follows (please see attached Appendix 8):

"8. Candidate's assessment

8.2.1. The assessment of a candidate, provided that he/she fulfils the minimal admission requirements, is conducted through an in-person interview during which additional criteria may be taken into consideration, such as his/her degree grade; his/her transcript in courses related to the Program curriculum; the dissertation topic; his/her prior professional and research experience; his/her research work; and his/her motivation for doctoral studies".

2. Consequences in case of plagiarism

We thank the EEC for this important recommendation, which we have taken into account, as indicated below:

Article 11 (paras 1 and 4) of Ph.D. Programme in Law Guide has been modified as follows (please see attached Appendix 5):

(para 1): «Upon completion of his/her Ph.D. Dissertation, the Ph.D. Candidate, with the consent of the Supervising Professor, submits the final document to the Supervisory Committee, which will evaluate the Dissertation and indicate whether its level is such that it can be publicly defended or not. Under the responsibility of his/her supervisor, the

Ph.D. candidate must provide to the Supervisory Committee an originality report on the percentage of similarities with other sources, as detected by the Turnitin plagiarism detection tool used by the University. In case of plagiarism, the Dissertation is not accepted and is returned to the Ph.D. Candidate for the revision requirements»

.....(para 3 is omitted)

(para 4): «Once submitted, a Dissertation cannot be withdrawn until a final decision has been reached as to whether it can be approved for defense of the Ph.D. Degree or not. If evidence of plagiarism is found after the Dissertation has been submitted, the student will be referred to the School Council for academic suspension or expulsion, according to the EUC's Internal Regulations on Academic Ethics and Students' Discipline (See EUC Charter-Annex 5, p.64 and f.

https://euc.ac.cy/wp-content/uploads/constantinos/2019/08/Charter_18.10.2018.pdf)

3. Modification of the Doctoral Programme's name

The Department would like to thank the EEC for this targeted recommendation, which it fully supports given that the change reflects more accurately the content of studies and is in line with the name in Greek adopted by the Faculties of Law in Greece.



7. Eligibility (Joint programme)

(ALL ESG)

N/A

B. Conclusions and final remarks

The Committee believes that all three programmes are clearly compliant with the applicable standards of assessment, both in letter and in spirit, and gladly recommends their accreditation. The documentation in the respective application packs was very thorough and informative, and our interaction with the teaching and administrative staff of the Department and the University during our remote visit was pleasant, open, and constructive. High quality teaching, good class size, enthusiastic and committed teachers who teach in their area of expertise, motivated students and regular events create a vibrant learning environment. Research and teaching appear to strengthen each other and fruitful collaborations with wider society are in place. The networks of the academic staff and the university offer opportunities for further developments in societal and academic collaborations. The excellent library facilities, support structures, buildings and ICT services enhance students' learning experience, especially during the time of the Covid pandemic. The Department is also to be commended on its culture of continuous development of its LLM and Ph.D. programmes. We were particularly impressed with the work of the Co-ordinators of all programmes.

We would like to encourage the Department to consider offering its LLM degrees under review on a part-time basis, as this would help broaden access to the programmes.

We would like to congratulate the Department on the planning and delivery of the programmes under review and its general academic culture.

EUC's comments:

We would like to thank the EEC for its positive comments on our continuous effort and motivation to enhance students' learning opportunities and outcomes and to further develop our Ph.D. Programme in Law.

We would also like to thank the EEC for its constructive recommendations that strengthen the Ph.D. Programme in Law. We have gone over their suggestions and comments and have either given more information with regards to our processes and procedures and/or have taken actions to address them. We hope that we addressed all concerns of the EEC at a satisfactory level. This is of utmost importance to us as our strategy is to keep improving at all levels.

We would further like to reassure the Committee that the Faculty and the administration will continue to work hard and stay committed in maintaining and further expanding the high quality of our academic programmes, research activities and administration work and operations.



C. Higher Education Institution academic representatives

<i>Name</i>	<i>Position</i>	<i>Signature</i>
Stamatina Yannakourou	Program Coordinator	
Konstantinos Tsimaras	Dean of School	

Date: 6/7/2021



INTERNAL REGULATION ON
HARASSMENT AND BULLYING POLICY OF THE EUROPEAN
UNIVERSITY CYPRUS

61st Senate Decision: 6 November 2018

Introduction

Scope:

The purpose of this Policy is to state the University's position of the Zero Tolerance of Harassment and Bullying and to raise awareness amongst the University community of behaviour that would be considered Harassment and Bullying. It provides guidance on informal and formal means of dealing with Harassment and Bullying when it occurs. This Policy applies to all registered students of the University (part-time and full-time conventional and distance) all members of staff and faculty and all visitors to the University.

The Policy (in a summarized version) will appear on all Course Outlines, whilst a referral to it will be included on the employs contracts. The full version will be uploaded on the University's webpage.

The aim of the Policy is to:

- Promote a positive environment in which staff and students are treated fairly and with respect;
- Take a zero tolerance approach to all incidents of bullying and harassment;
- Ensure all members of the University community understand their responsibility to contribute to the creation and maintenance of an environment free from bullying and harassment;
- Provide a framework of support for staff and students and for both parties involved in any complaints or allegations
- Provide a mechanism to resolve issues
- To ensure that the University abides by or takes into account relevant laws and regulations, in particular, the Equal Treatment in Employment and the Workplace Law of 2004 (58(I)/2004) and the Equal Treatment of Men and Women in Employment and the Workplace Law of 2002 (205(I)/2002).

The European University abides by the fact that every one of its members is entitled to work and study in a supportive environment that values and promotes personal dignity. The university is thus committed to creating and maintaining a positive work and study environment for all members of its community, and as such it takes all reports of harassment and bullying extremely seriously. The University encourages an informal resolution wherever possible, nevertheless all complaints of harassment or bullying will be regarded seriously and may lead to disciplinary action. Formal complaints will be investigated initially by the Bullying and Harassment Committee, to ensure the procedure is thorough and fair to all parties involved. The Committee will assess whether the complaint needs to be forwarded to the Disciplinary Committee or can be resolved informally.

Individuals who bring a complaint, or act as witnesses to a complaint, under this policy will be protected from victimization or unfavourable treatment arising as a result of bringing the complaint.

What is bullying?

Bullying constitutes behavior which is

- Deliberate
- Has an intent to harm
- Is repeated over time, and
- There is an imbalance of power between victim and bully.

For bullying to have occurred, all four features must be present. For instance, a legitimate work-based request could be deliberate (i.e. purposeful in its intent), repeated, and have a perceived detrimental effect on the staff member's psychological or physical health. However, it would not be unreasonable, since we need to make requests of others in order to get work done. The request does not constitute bullying, as not all four features are present.

Some examples of **bullying** could include:

- Violence
- Shouting
- Sarcasm
- Constant destructive criticism
- Ignoring or ostracising
- Patronising comments
- Setting a person up for failure with impossible workloads and deadlines.

Harassment:

Harassment is unwanted behaviour which has the purpose or effect of violating a person's dignity or creates a degrading, humiliating, hostile, intimidating, or offensive environment. Harassment might be related to:

(a)

- Age
- Disability;

- Race;
- Sex;
- Gender reassignment;
- Religion or belief; or
- Sexual orientation

(b)

Sexual Harassment

(c)

Treating an employee or student less favourably because he or she rejects sexual harassment related to sex or gender reassignment or submits to it (tolerates it or allows it to happen).

Victimization

Victimization is when a person is mistreated because they have made, or intend to make, a complaint of discrimination (including harassment or bullying), or have helped another person to make a complaint by providing evidence or information. Victimization can count as unlawful discrimination and result in disciplinary action, regardless of the outcome of the original complaint.

Procedure for filing a complaint involving a student (student/faculty, faculty/student, administrator/student, student/administrator, administrator/faculty, faculty/administrator)

The University has a clear 2 stage Complaints Procedure to address informal and formal concerns or complaints. In brief this consists of:

Stage 1 Early Resolution

Stage 2 Formal Complaint

1. The Complainant submits an informal complaint to the Chairperson of the Department and Administrator of the School. If the Chairperson is either the complainant or the person the complaint is filed against, then the complaint is submitted to the Dean. If the Dean is involved, then the complaint is submitted to the Rector. The Complaint Document must provide information on:
 - a) the nature of the concern;
 - b) the supporting evidence;
 - c) any actions taken to try to resolve the complaint;
 - d) any outcome/resolution the complainant is seeking
2. The Chairperson after reviewing the informal complaint, forwards this to the Bullying and Harassment committee. The Committee then evaluates whether the complaint can be resolved through mediation (Stage 1: Early Stage Resolution). Mediation services can be offered by the members of KEPSYPA.
3. If mediation in resolving the issues fails or the nature of the complaint is assessed by the Bullying and Harassment Committee as very serious then the case is forwarded to the Grievance Committee (Stage 2: Formal Complaint) where the Charter based procedures are set in motion(https://intranet.euc.ac.cy/intranet/includes/secure_file.cfm?ID=13&menu1)

D=5201). The Grievance Committee should reach a decision within 30 calendar days of receiving the Formal Complaint.

4. The Grievance Committee informs the Rector or Dean or Chairperson in writing upon the decision
5. The Rector or Dean or Chairperson informs all individuals involved upon decision in writing.

Procedures relating to individuals (e.g., administrator/administrator) answering to HR will be provided at a later time with the collaboration of HR.

Appendix 2: EUC Charter - Annex 12 School Bylaws

CHARTER: ANNEX 12 SCHOOL BYLAWS (EUC CHARTER p.213)

... Omitted

**ARTICLE VI. COMMITTEES OF THE SCHOOL: GENERAL PRINCIPLES
(EUC CHARTER p.218)****Section 1. Standing Committees**

Standing Committees are: the Committee on Academic Programs the Committee on Research; and the Grievance Committee.

... Omitted

Section 3. Grievance Committee (EUC CHARTER p.221,222)**a. Purpose**

The Grievance Committee shall promote non-discrimination and objective and proper administrative action and decision making at the School. The Committee acts as a forum for hearing and examining relevant grievances by School members, staff and students majoring in a program of the School.

b. Membership

The Grievance Committee shall consist of five members: two full-time School members not on probation appointed by the Dean of School; two administrators appointed by the Rector; and one student representative nominated by the Students' Council and approved by the Rector. Student representatives shall participate only when the Committee examines students' grievances. 222 E.U.C. European University Cyprus

c. Voting

All members of the Committee have voting rights for all Committee business and elections. Each eligible member shall have one vote in Committee meetings and in Committee elections and other relevant business.

d. Quorum

A quorum shall consist of two-thirds of the voting members. Members on official leave or excused from a particular meeting by the Dean of School are not counted in determining the quorum.

Notes: In the case that the Grievance Committee or any of the involved parties (after the decision reached by the pertinent School Grievance

Committee) wish to proceed with the matter further, they can do so by sending the matter into a second – level disciplinary body, accordingly:

- (a) For matters concerning/involving a professional misconduct by a faculty member, the matter is forwarded to the Senate Committee on Faculty Affairs, whereas;
- (b) For matters concerning/involving misconduct by a student, the matter is forwarded to the Senate Committee on Student Affairs.



PhD scholarships award scheme

Vice Rector for Research and External Affairs

15 June 2015

1. Introduction

The purpose of this document is to describe a scheme for the annual award of a number of PhD scholarships at European University Cyprus. The general aim of the scheme is to reward faculty members who have been able to demonstrate an excellent recent research record. This is usually measured in terms of high impact publications, coordination or participation in research projects etc. The scholarships are awarded to faculty members who fulfill the selection criteria of the scheme and who have a suitable PhD candidate in their field.

2. Eligibility for the awards

All full-time faculty members of the University who have the rank of Assistant Professor or higher are eligible to apply for the award provided they have not been awarded a PhD scholarship as a Principal Investigator (PI) in the past three years.

3. Terms of the awards

The PhD scholarships will be awarded to the most promising candidates of any nationality. They cover the tuition fees of the PhD students for the duration of their studies.

4. Application procedure

The Vice Rector for Research and External Affairs initiates the selection process by issuing a call for proposals. The deadline for the submission of proposals will be announced. Application materials will be available from the office of the Vice Rector for Research and External Affairs and the proposals should be submitted electronically to the office of the Vice Rector. The proposal should have a principal investigator (PI) and may include a co-investigator (Co-I). Each faculty member can submit only one proposal as a PI but can be a Co-I on any number of proposals.

5. Selection criteria for the awards

The selection process for the awards is very simple but nevertheless ensures that the fundamental aim of the scheme, which is the reward of research excellence, is met.

The proposals submitted by faculty members of all Departments except those from the Departments of Law and Arts will be ranked according to the points calculated with the points accumulation system described in Appendix A. In the cases of proposals which have a Co-I, the sum of the points accumulated by the PI and the Co-I will be counted. Only points accumulated in the past five years will be considered. The awards will be made to the PIs of the proposals which are the most highly ranked.

The Office of the Vice Rector will ensure that when the scheme is fully developed and operational about 10% of the awards will be made to faculty members from the Department of Law and 10% to faculty members from the Department of Arts. For these two Departments faculty members will be ranked according to the average grade they received in the research category in their performance evaluation in the last five years.

6. Announcement of the awards and selection of PhD candidates

The announcement of the awards is expected to be made by the Office of the Vice Rector for Research and External Affairs one month after the deadline for submission of proposals. The PIs of the successful proposals are then expected to offer the scholarship to the most promising PhD candidate in their field. If no suitable candidate for the position is found within two weeks the award is revoked and is made to the next proposal on the ranking list.

Appendix A

Point calculation system

The point calculation system awards points by considering the research activity of the applicants in the past 5 years.

Scopus document in the past 5 years	30 points
Scopus citations to documents published in the past 5 years	2 points per citation
Submitted research proposals PI/EUC PI/EUC Researcher – National*	30/10/5 points
Submitted research proposal PI/EUC PI/EUC Researcher – EU*	60/20/10 points

* The points awarded for proposals are proportional to their grade.

Example: A Faculty member published 3 Scopus papers in the past 5 years which have 10, 1, 3 Scopus citations respectively. He/she submitted one national proposal as a PI and got a grade of 7/10. What are his/her total points?

The total points are calculated as follows:

Papers: $3 \times 30 = 90$ pts

Citations: $(10+1+3) \times 2 = 28$ pts

Proposals: $7/10 \times 30 = 21$ pts

Total points $90+28+21=139$ pts



**Policy for the award of scholarships to PhD students for
publishing a Scopus paper**

Vice Rector of Research and External Affairs

October 2019

Introduction

European University Cyprus awards scholarships to PhD students who have presented a paper to a Scopus Conference or published a paper in a Journal indexed by Scopus. These conferences and journals can be found at the Scopus website <https://www.scopus.com/sources>. The scholarships are in the form of a tuition fee exemption. The policy is implemented by the Office of the Vice Rector of Research & External Affairs.

Rules for the awards

The following rules will apply for the awards:

1. Each PhD student is entitled to only one award during his or her studies.
2. Students that receive this award should be in good standing and proceed normally with their PhD studies.
3. The scholarship will be paid as a tuition exemption of 500 euros, for one of the semesters after the acceptance of a publication or the presentation of the paper at a conference.
4. The PhD student must be the first, but not necessarily the only author, of the paper.
5. The application for the scholarship must be submitted within a year of the acceptance of the paper (this applies to both conference and journal papers). The scholarship cannot be awarded to students with other scholarships or awards from the University.
6. All applications will be reviewed and approved twice a year by the Senate Research Committee.
7. For the award of the scholarship for a conference paper students need to submit
 - a. The application form given in the Appendix
 - b. Proof of official acceptance of the paper in the conference
 - c. Proof of registration at the conference
 - d. Final paper as it appears in the proceedings
 - e. Proof that the conference is in Scopus from the Scopus official website

8. For the award of the scholarship for a journal paper students need to submit
 - a. The application form given in the Appendix
 - b. Proof of official acceptance of the paper in the journal
 - c. Final proofs of the paper from the publisher
 - d. Proof that the journal is in Scopus from the Scopus official website

Implementation

All applications for the scholarships and supporting material should be submitted to the Office of the Vice Rector of Research & External Affairs electronically using the application form provided by the Office and given in the Appendix. The applications will be reviewed by the Senate Research Committee once in each semester. The deadlines for submissions are 30th June and 31st December. Following a positive recommendation by the Senate Research Committee, the Office of the Rector then proceeds to make the award.

Appendix



Application for the award of a PhD scholarship for publishing a Scopus paper

Name

Reg. Number

PhD program

Details of the publication

Author(s)	
Title	
Year	
Conference/Journal	

Signature

Date

Appendix 5

SCHOOL OF LAW

Ph.D. IN LAW PROGRAMME GUIDE

Last Revised: June 2021

Approved by the School Council: 24 June 2021

1. Introduction

This Guide explains the Regulations of the European University Cyprus for Ph.D. Studies, as they are approved by the Senate of the University and appear in its Charter.

2. Objective of the Program

The objective of the program leading to the Ph.D. Degree is to train candidates to be independent scholars and researchers who can work at a national and an international level.

3. Content and Organization of the Program

The Program comprises coursework, examinations and active independent research work under supervision. The Ph.D. program in Law comprises the following:

i) A Program of Specialized Law Courses (30 ECTS) (brief description of courses in Appendix I)

LAW725 Epistemology of Law **(10 ECTS)**

LAW735 Research – Analysis of the Scientific Field **(10 ECTS)**

LAW730 Methodology of Legal Research **(10 ECTS)**

ii) Comprehensive Qualifying Examination (10 ECTS)

Comprehensive Qualifying Examination

iii) Drafting, Submission and Defense of a Dissertation Proposal (20 ECTS)

Preparation, Submission and Defense of a Thesis/ Dissertation Proposal

iv) Independent Research Activity according to the approved Dissertation Proposal (90 ECTS)

Completion of independent research

v) Writing, Submission and Public Defense of the Ph.D. Dissertation (30 ECTS)

Drafting, submission and public defense of the Ph.D. Dissertation

4. Prescribed Duration

The Program has a minimum duration of three (3) years and a maximum duration of six (6) years, with the possibility of an extension of maximum two (2) additional years (8 years in total). The extension is granted following a student's request, the supervisor's and the Ph.D. Committee's positive suggestion, as well as the approval of the School Council. The six-year or eight-year period respectively are calculated from the date of the student's initial registration to the program to the date of final approval of the thesis dissertation by the Senate. Periods of a student's long-term illness or the Supervisor's authorized leaves of absence (e.g. maternity, illness, unpaid, sabbatical) are not calculated for the completion of the six-year period. The Ph.D. Committee is competent to deciding whether the above cases are met.

If the student is willing to make use of the possibility of extending his / her studies beyond the normal period of six (6) years, he / she must submit a written and justified

application any time before the expiration of the maximum duration of studies of six (6) years. The student must join in his application a detailed proposal research for all four semesters until the completion of his doctoral studies, which may not exceed a total of eight (8) years from the initial date of registration to the Program. The student's application is addressed to the Program Coordinator as Chair of the Ph.D. Committee and is sent to him/her by e-mail.

The Ph.D. Committee examines the student's request and issues a justified recommendation, considering the Supervisor's suggestion. Then the student's request for extension, accompanied by the student Supervisor's justified approval of the request, as well by a justified recommendation of the Ph.D. Committee, are submitted to the School Council for approval.

The Council must issue a justified decision approving the student's request for extension, confirming that the student is able to fully complete his / her studies within eight (8) years from the initial date of registration to the program. The decision is notified to the student by the School Administration. In case that the School Council decides to expel the student, due to the fact that by following the academic path of the program of study the student is not able to complete his / her studies by the end of the eight (8th) year from the time of initial registration to the program, a Senate's final decision is necessary.

During his/her studies, the student is obliged to enroll in the courses of the Ph.D. program every fall and spring semester of each year (in a row), according to the following indicative schedule of courses:

1° Semester	LAW 725, LAW730, LAW735
2° Semester	Comprehensive Qualifying Examination
3° Semester	Preparation, Submission and Defense of a Thesis/ Dissertation Proposal
4° Semester	Independent Research Work
5° Semester	Independent Research Work
6° Semester	Writing, Submission and Defense of the Ph.D. Dissertation

5. Program of Organized coursework

The specialized coursework of the Program provides scientific, theoretical and methodological training. A Master's or equivalent degree in the areas of the Program may exempt, partly or fully, the student from these specialization courses. The minimum passing grade in the coursework is 'C' (70/100) or higher, in accordance with EUC's grading system. In addition to attending the specialized courses and seminars, all students are expected to attend, during their studies, at least four (4) scientific conferences / seminars, in Cyprus or abroad, concentrated in the discipline of their research interests and/or the area of their Ph.D. studies. In addition, students are expected to present at least two (2) papers with reference to their research interests and/or the topic of their Ph.D. dissertation at workshops or conferences in Cyprus and/or abroad. These workshops or conferences need to be compatible with

the EUC policy for the academic staff's participation in conferences. Alternatively to research presentations at workshops or conferences, doctoral students may hold two lectures in a course offered by their supervisor, as the latter will suggest.

6. Comprehensive Qualifying Examination

Each student has to take the mandatory Comprehensive Qualifying Examination after completing all coursework required for the Ph.D. program. The Qualifying Examination evaluates the ability of the student to work on a theoretical framework, to propose solutions to research and theoretical issues related to the area of specialization, and to assess the skills aimed at by the various courses for students in order to develop and advance to the Dissertation stage of the Program.

The Comprehensive Qualifying Examination is held twice a year, once during January/February and once during June/July, if there are Ph.D. students that have been enrolled. In all cases, the students are required to take the examination in all three orientations of the Comprehensive Qualifying Exam in the same examination period.

The Comprehensive Qualifying Examination includes three orientations:

1. Epistemology of Law
2. Research and scientific field analysis
3. Methodology of Legal Research

The Comprehensive Qualifying Examination consists of a written examination with essay questions in all three areas of orientation and takes the form of a 3-hour exam at the University's premises. The Ph.D. Committee may reasonably decide on a different form and / or duration of examination, taking into account the specific circumstances of each case.

To pass the Comprehensive Qualifying Examination, the student should obtain at least 70% in total.

A student may take the Comprehensive Qualifying Examination up to two (2) times in total (either for all the three orientations of the Qualifying Examination or for any of the three orientations).

In the case that the student fails for a second time in any of the three parts of the Comprehensive Qualifying Examination, he/she must interrupt his/her studies. Written verification is issued by the Dean of the School for the recognition of study up to that time. After a student's successful completion of the Comprehensive Qualifying Examination, the Ph.D. student receives the status of "Ph.D. Candidate" by the School Council.

7. Dissertation Proposal

After completing the Specialized Courses Program and passing the Comprehensive Qualifying Examination, the 'Ph.D. Candidate' (with approval from her/his Supervisor) may draft and submit a Dissertation proposal. The Dissertation proposal should consist of at least two chapters of the thesis, namely the theoretical framework of the study and the methodology that will be followed. The research methodology that will be followed should be in compliance with the University's Research Regulations/Policy, especially with regard to Ethics. The 'Ph.D. Candidate' presents this proposal during a meeting with the 'Supervision Committee'. The proposal is approved by the Committee, or it is referred for

amendment/modification. The Committee submits the Program Dissertation Proposal Approval Form (Appendix II) to the pertinent School, for approval of the decision.

The 'Ph.D. Candidate' may then continue with his/her Ph.D. research. The 'Ph.D. Candidate' cannot proceed to a Dissertation defense, before a year after the successful proposal defense and, in any case, before the expiration of the three-year minimum duration of studies. In the case of amendments/modifications to the Dissertation proposal, the 'Ph.D. Candidate' will be requested to resubmit an improved proposal, at a time specified by the Committee (Appendix II).

8. "Supervisory Committee" of Ph.D. Dissertation

Upon submission of the 'Ph.D. candidate's' Thesis proposal, the School, following a suggestion brought forward by the Coordinator of the program, after a request has been placed by the Supervisor, in collaboration with the 'Ph.D. Candidate', appoints the 'Supervisory Committee', consisting of the Supervisor(s) and up to two Co-Supervisor(s) (open rank).

At least one member of the 'Supervisory Committee' should have an area of specialization that has direct relevance to the student's proposed research program and/or the methodology that the Thesis will undergo. The 'Supervisory Committee' should also include at least one member with previous experience in supervising a Ph.D. Thesis.

9. Dissertation

The Dissertation must be an original and independent scientific work of international standard. It will be a high quality scientific and academic work in terms of formulation of the issues it addresses, precision of terminology, methodology, theory and empirical foundation, documentation and means of presentation. The Dissertation must contribute towards developing new scientific knowledge and is to be of a standard that is appropriate for publication as part of the literature in its discipline. The length of the dissertation should not exceed 100,000 words. Candidates in areas such as acting, creation, performance, composition, production, etc. may submit a shorter dissertation together with the original project.

A Dissertation cannot be submitted by more than one candidate. Also, even if a piece of work may have been revised, it cannot be submitted as Dissertation, or as part of a Dissertation, for a Ph.D. degree if it has already been approved or rejected by another university. The Dissertation may be written in Greek or English language.

The Supervisor's name as well as the Supervisory committee's names will be presented on a separate page e.g., on an inside page of the dissertation (Appendix III for Cover Page and Appendix IV for Inside page)

10. Reporting

During the writing period of research and the Dissertation, the 'Ph.D. Candidate', in collaboration with the 'Supervisory Team', is expected to submit written reports, twice per academic year, to her/his Supervisor and/or Co-Supervisor(s), with mutual notification to the Program Coordinator and the Dean of the School, by filling a document (Appendix V).

The Supervisory Committee cooperates and meets with the “Ph.D. candidate” at least twice per semester, in coordinating and assessing the ‘Ph.D. Candidates’ progress.

11. Submission of the Dissertation

Upon completion of his / her Ph.D. Thesis, the Ph.D. Candidate, with the consent of the Supervising Professor, submits the final text to the Supervisory Committee, which will evaluate the Dissertation and indicate whether its level is such that it can be publicly defended or not. Under the responsibility of his/her supervisor, the Ph.D. candidate must provide to the Supervisory Committee an originality report on the percentage of similarities with other sources, as detected by the Turnitin plagiarism detection tool used by the University. In case of plagiarism, the Dissertation is not accepted and is returned to the Ph.D. Candidate for the revision requirements.

If the Supervisory Committee believes that a Dissertation may be presented at a public defense, they notify the Ph.D. Coordinator as Chair of the Ph.D. Committee. The Coordinator requests the ‘Ph.D. Candidate’ to submit the appropriate document (Appendix VI), three paper copies of her/his Thesis and (for distribution to the Ph.D. Examining Committee) and one electronic copy in the form of a pdf file.

The Dissertation must be submitted in an approved standard format regarding the form of the Dissertation, i.e. printing, binding, copies, titles, oversimplification, distribution and publication restrictions, etc. The University's logo, the Department and the School, the title of the dissertation, the author and the month with the corresponding year (see Appendix III) should appear on the cover page. Only the author's name and date are on the spine of the binding. There should be a black cover page with gold letters.

Once submitted, a Thesis/ Dissertation cannot be withdrawn until a final decision has been reached as to whether it can be approved for defense of the Ph.D. Degree or not. If evidence of plagiarism is found after the Dissertation has been submitted, the student will be referred to the School Council for academic suspension or expulsion, according to the EUC's Internal Regulations on Academic Ethics and Students' Discipline (See EUC Charter-Annex 5, p.64 and f.).

After submission, the ‘Ph.D. Candidate’ can only make corrections of a formal character, and an errata sheet detailing all such corrections must be submitted four weeks before the date of the public defense. The public defense is to be held within two months, at the latest, from the date of the submission of the Dissertation.

12. Appointment of a Ph.D. Examining Committee

After the Dissertation is submitted, the Supervisor, in collaboration with the Ph.D. candidate, requests the appointment of an Examining Committee for the Doctoral Thesis through the Form 'Appointment of an Examining Committee for the Doctoral Thesis' (Appendix VII). The Ph.D. Committee is then convened, which proposes to the School Council the appointment of an Examination Committee for the Doctoral Thesis, based on the proposal of the Ph.D. candidate's Supervisor.

The Committee will consist of at least three members: (i) one Faculty member within the School, who has not formally assisted the student with the Dissertation, who will be appointed as Chair of the Committee; (ii) one Faculty member from another University. Both (i and ii) members should have an area of specialization related to the student's proposed program of research; (iii) one Faculty member from another

School/Department of the University; (iv) in the case that it is deemed necessary that the Committee should consist of more than three members, the remaining members must also be independent and cover both the student's research field/discipline, as well as various other required fields/disciplines, such as the research methodology. All members of the Committee should hold the minimum rank of Assistant Professor. Regardless of the above Committee composition, a Faculty member in the position of Lecturer can participate as an 'observer'. That member may to put questions and participate in the discussion (according to paragraph 12) but may not vote.

13. Public Defense

Since the defense is open to the public it should be widely advertised in the EUC community, at least seven working days prior to the meeting for the defense. The proceedings in the public defense are chaired by the Chair of the 'Ph.D. Examining Committee'. The Chair gives a brief introduction. Then the 'Ph.D. Candidate' defends his/hers Dissertation. After this the members of the 'Ph.D. Examining Committee' may address relevant questions to the Candidate. Other persons present, who wish to participate in the discussion, must give notice of this to the Chair before the expiry of the determined time limit that is announced at the start of the proceedings (by filling out a special form, Appendix IX)

After the completion of the discussion, the Chair asks the 'Ph.D. Candidate' and all participants to exit the room, and the 'Ph.D. Examining Committee' has a brief discussion about its decision. The Ph.D. Candidate's Supervisor may participate in this discussion, as well as the 'Ph.D. Candidate', in the case that the Committee deems it necessary, in order to provide any relevant information to the 'Examining Committee', and then exits the room after the discussion is concluded. Then the Committee proceeds to take its final decision (that is, 'pass as is', 'pass with minor revisions', 'pass with extensive revisions', 'unsatisfactory'), according to the form found at Appendix VIII. After reaching an agreement, the Committee announces its decision to the Candidate.

In the case that the public defense is "unsatisfactory" or in the case that there are extensive revisions necessary, the Ph.D. Examining Committee' may request a new public defense which may take place at least 3 months after the initial public defense. In the case that the Ph.D. Examining Committee' identifies new shortcomings in the Ph.D. dissertation during the second public defense, it may request from the Ph.D. candidate a revised version of the Ph.D. dissertation based on a specific timeline.

After the public defense, the Ph.D. Examining Committee' has to submit in three working days a detailed report through the Ph.D. studies committee, in which it should describe the evaluation of the Ph.D. dissertation and its public defense. The Ph.D. Examining Committee' confirms the academic level of the Ph.D. dissertation in relation to the respective international standards. The report also needs to assert whether the Ph.D. dissertation can be (or not) accepted towards the Ph.D. Degree. The report needs to provide details in regard to its decision: 'pass as is', 'pass with minor revisions', 'pass with extensive revisions', 'unsatisfactory'. Any disagreements between the committee members need to be detailed.

In case of an 'unsatisfactory' Ph.D. Thesis /Public Defense, a copy of the report is given to the 'Ph.D. Candidate' as soon as possible. The 'Ph.D. Candidate' may

submit written comments to the members of the 'Ph.D. Examining Committee' no later than ten days after receipt of the report. These comments of the Candidate must be considered by the 'Ph.D. Examining Committee' before the School reaches a formal decision. Likewise, if the 'Ph.D. Candidate' has no comments, she/he must still notify the School immediately.

The School cannot reject a unanimous Committee report. If there is dissent in the Committee or if the School feels that there is reason to doubt whether the Dissertation can be accepted or not, the School is to appoint two independent Professors, who are to submit independent reports within six weeks, and the School is to decide on the matter.

After the final version of the Dissertation is accepted, the 'Ph.D. Candidate' is requested to submit a copy of the Dissertation to the European University's Library (and to all University libraries in Cyprus).

14. Conferment of the Ph.D. degree

The School will decide whether or not it can confer the degree of Doctor of Philosophy (Ph.D.) on the 'Ph.D. Candidate' on the basis of the report from the 'Ph.D. Examining Committee'. In the case that the 'Ph.D. Candidate' cannot be awarded the degree of Doctor of Philosophy for any reason, then she/he is issued with a written verification by the Dean of the School. The School decision must be approved by the Senate. It should be noted that the awarded Ph.D. title is provisional/conditional, for at least three years. A successful Candidate will then be conferred with a Ph.D. degree at the next EUC Degree Congregation.

Notes

Anything that is not foreseen in this guide, it is regulated based on School Council's decisions.

Any School Council's decision and specific regulations need to be in sync with the University's guidelines as appear in the University Charter.

Anything not provided for in these Regulations is covered by a relevant decision of the School.

Any decision of the School and any specialized regulations must be fully compatible with the University's regulations as they appear in its Statute.

APPENDIX I

DESCRIPTION OF Ph.D. SPECIALIZATION COURSES

LAW725 EPISTEMOLOGY OF LAW (10 ECTS)

The primary goal of this course is to bring Ph.D. students in touch with the main philosophical and epistemological schools of thought, which affected and probably still do, the Science of Law as to the structure of its thinking and problems, and which shaped its entire theory and inquiries, and by that means affected its scientific methodology and the formulation of its research methods and tools.

In addition, the course aims to bring Ph.D. students in a continuous contact with the modern world and the radical evolutions that take place therein and render them capable of primarily thinking and gradually realize the means whereby these evolutions affect lifestyle forms in modern life. In this sense, the Science of Law undergoes new influences and as a result, Ph.D. students have to reset their goals for efficiently meeting the new needs and conditions that all such evolution causes to humans. Within the framework of this course, students will study and systematically elaborate on current issues of international and global legal affairs, emphasizing on the society and legal world of Greece and Cyprus.

LAW735 - RESEARCH AND ANALYSIS IN SPECIFIC TOPICS (10 ECTS)

The purpose of this course is to bring the two parts of the Educational Pair (Professor and Student) in touch and enable them to meticulously delve into the subject area they have jointly selected, which is the base of a fruitful collaboration on their common scientific interests. By jointly overviewing the interests and the related bibliography, the professor and the students will seek, define and express the subject whereon each student will prepare his/her Ph.D. dissertation. This subject will at the same time be a field where Ph.D. students will apply the knowledge and skills acquired through the curriculum lectures, as well as all such knowledge and skills so far acquired during their studies. Through such cooperation, Ph.D. students, with the help of their supervisor, will become familiar with this field of expertise and they will thoroughly review related bibliography, acquire a wide range of knowledge and applicable theories and learn about the related research methodology. By that means, they have to prove that they have acquired such skills and that they meet the conditions for preparing their research proposal.

LAW730 METHODOLOGY OF LEGAL RESEARCH (10 ECTS)

The purpose of this course is to enable students to act as scientists – researchers and perform scientific researches and/or projects, having properly understood the research environment and the different phases, methods and research techniques applied to the Law Science.

Through the teaching of fundamental concepts, methods, rules and procedures pertaining to legal research and the preparation of a Ph.D. dissertation, Ph.D. students acquire the desirable guarantees and the background which will enable them to address the various stages of their dissertation, to communicate and

efficiently cooperate with their supervising professor, to acquire the necessary perceptual tools and skills to prepare a Ph.D. dissertation and related scientific projects, in compliance with the research code of ethics. In particular, the purpose of this course is to provide Ph.D. students with the ability to delve into the philosophical content of a qualitative, quantitative and mixed research and the historical relation established among them. Ph.D. students are expected to become familiar with advanced quantitative, qualitative and mixed approaches to legal issues, through different forms and methods of research. In parallel, the course aims to grow students' skills to raise research questions, which call for a qualitative, quantitative or mixed approach, to produce/collect the data required depending on each case, organize and analyze such data by using proper analysis software. In this context, the Program aims to enable them to use, analyze, interpret research data and then prepare their study, in prompt academic language, with sufficient scientific documentation. Finally, the course will develop Ph.D. students' critical thinking as to the interpretation and assess research projects in the field of legal research.

APPENDIX II



APPROVAL OF THE Ph.D. PROPOSAL FORM

Name of the Ph.D. Candidate: _____

Registration number: _____

Date of starting the Program: _____

Program: _____

Title of the Ph.D. Proposal: _____

With this document it is certified that:

___ A. the proposal and the research design presented are suitable for the execution of the Ph.D. dissertation upon the agreed approval of the Supervisory Team

___ B. the proposal and the research design presented are suitable for the execution of the Ph.D. dissertation, with the condition of the execution of the changes mentioned in the attached document, upon the agreed approval of the Supervisory Team

___ C. the proposal and the research design presented are not suitable for the execution of the Ph.D. dissertation upon the agreed approval of the Supervisory Team. The Team requests that the Ph.D. Candidate will review the proposal and will resubmit it again for new evaluation.

Members of the Supervisory Team

Supervisor

(SIGNATURE) (DATE) (NAME – LAST NAME)

Co-Supervisors

(SIGNATURE) (DATE) (NAME – LAST NAME)

(SIGNATURE) (DATE) (NAME – LAST NAME)

Ph.D. Coordinator

(SIGNATURE) (DATE) (NAME – LAST NAME)

Dean of School

(SIGNATURE) (DATE) (NAME – LAST NAME)

This form is delivered to the registration office of the European University of Cyprus, in order to complete the grade of the PH.D.801 course. A copy of the form is kept in the records of the Department / School

APPENDIX III

COVER PAGE



**EUROPEAN UNIVERSITY CYPRUS
SCHOOL OF LAW**

Ph.D. DISSERTATION/THESIS

Title:
«.....»

Name:.....

Nicosia, date.....

APPENDIX IV

INSIDE PAGE

**EUROPEAN UNIVERSITY CYPRUS
SCHOOL OF LAW**

**Ph.D. PROGRAM OF STUDIES
SCHOOL OF LAW
“LAW”**

DOCTORATE DISSERTATION/THESIS

Title:

«.....»

Name and Registration number :.....

Supervisory Committee:

.....(Coordinator)

.....(Co-Coordinator)

.....(Co-Coordinator)

Nicosia, Date.....

APPENDIX V



SCHOOL OF LAW

SIX-MONTH PROGRESS REPORT OF A Ph.D. CANDIDATE FORM

(The following is completed by the Ph.D. Candidate before the meeting with the Supervisor and is signed by the Supervisor after the meeting)

Semester: _____

Name of the Ph.D. Candidate: _____

Registration number: _____

Date of starting the Program: _____

Program: _____

Date of meeting with the Supervisor: _____

Thematic Area of the Ph.D. Dissertation:

Progress carried out in the current semester

Progress Schedule of the Ph.D. Candidate in cooperation with the Supervisor for the Semester

Candidate Ph.D. Program Timetable and Co-operation with Supervisor / Teacher for the 4th Quarter (next) (the next 4 months report should include an implementation report of those submitted to the previously agreed timetable)

Ph.D. Candidate _____

Supervisor

(SIGNATURE) (DATE) (NAME – LAST NAME)

Ph.D. Coordinator

(SIGNATURE) (DATE) (NAME – LAST NAME)

This form is sent to the Supervisor and the Co-Supervisor (s) as well as the Coordinator of the Ph.D. Program, the Chair of the Department and the Dean of the School. This form also is delivered to the registration office of the European University of Cyprus, in order to complete the grade of the PH.D.802 course. A copy of the form is kept in the records of the Department / School

Appendix VI



School of Law

**SUBMISSION OF DOCTORATE
DISSERTATION/THESIS**

Name of the Ph.D. Candidate: _____

Registration number: _____

Date of starting the Program: _____

Program: _____

Title of the Ph.D. Dissertation: _____

With this document I submit my Ph.D. Dissertation for examination
(in 3 copies-soft binding)

Ph.D Candidate

(SIGNATURE)

(DATE) (NAME – LAST NAME)

Supervisor

(SIGNATURE)

(DATE) (NAME – LAST NAME)

This form together with the three (3) copies of the dissertation will be submitted to the Office of the Doctoral Studies Coordinator of the Department with notification to the Administrative Officer of the School

APPENDIX VII



SCHOOL OF LAW

**REQUEST FOR THE APPOINTMENT OF THE Ph.D. EXAMINATION
COMMITTEE FORM**

Name of the Ph.D. Candidate: _____

Registration number: _____

Date of starting the Program: _____

Program: _____

Title of the Ph.D. Dissertation:

The Ph.D. Dissertation should be submitted in 3 copies

With this document the School is requested to appoint an Examination Committee for the examination of the above mentioned Ph.D. Dissertation

Ph.D. Candidate

(DATE) (NAME – LAST NAME) (SIGNATURE)

Supervisor

(DATE) (NAME – LAST NAME) (SIGNATURE)

This form together with the three (3) copies of the dissertation will be submitted to the Office of the Ph.D. Studies Coordinator of the Department with notification to the Administrative Officer of the School

APPENDIX VIII



SCHOOL OF LAW

EXAMINATION OF A Ph.D. DISSERTATION FORM

Name of the Ph.D. Candidate: _____

Registration number: _____

Date of starting the Program: _____

Program: _____

Title of the Ph.D. Dissertation:

With this document we certify that:

___ A. According to the opinion of the Examination Committee, the Dissertation fulfills the established standards as it is.

___ B. According to the opinion of the Examination Committee, the Dissertation fulfills the established standards with the condition that the required minor changes (see attached document) will take place

___ C. According to the opinion of the Examination Committee, the Dissertation fulfills the established standards with the condition that the required major changes (see attached document) will take place

___ D. According to the opinion of the Examination Committee, the Dissertation does not fulfill the established standards (for details see attached document)

Additionally, the Committee recommends the re-examination of the Ph.D. Dissertation after at least three months, based on the established schedule that the candidate will arrange with his/her Supervisor.

Committee Chairperson

(SIGNATURE)

(DATE)

(NAME – LAST NAME)

Members of the Committee

Member 1

(SIGNATURE)

(DATE)

(NAME – LAST NAME)

Member 2

(SIGNATURE)

(DATE)

(NAME – LAST NAME)

Ph.D. Coordinator

(SIGNATURE)

(DATE)

(NAME – LAST NAME)

This form also is delivered to the registration office of the European University of Cyprus, in order to complete the grade of the PH.D.802 course. A copy of the form is kept in the records of the Department / School.



INTERNAL REGULATION ON

RESEARCH POLICY

54th Senate Decision: 21 December 2017

60th Senate Decision: 2 October 2018

70th Senate Decision: 13 December 2019

80th Senate Decision: 28 January 2021

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Introduction

Within the framework of further contribution to the research community, the mission of the European University Cyprus (from now on referred to as the University or EUC) is to develop a pioneering and innovative research infrastructure with the objective of generating new knowledge. The university focuses on both fundamental and applied research and wherever possible the commercial application or exploitation of the research results.

The policy is guided by the following broad objectives:

- 1) The establishment of an interdisciplinary approach for researchers with attractive conditions for accessible movement among institutions, disciplines, sectors and countries, without financial and administrative obstacles.
- 2) The creation of state of the art research infrastructures, including research centres, foundations, units and/or laboratories, which are integrated and networked and accessible to research teams from across the EUC.
- 3) Introduction of a simple and harmonized regime for intellectual property rights in order to enhance the efficiency of knowledge transfer, in particular between public research and industry.
- 4) Optimization of research programs and priorities, for example by developing joint principles for the administration of European, national and regional funding programs.
- 5) The strengthening of international cooperation enabling faculty and other scholars in the world to participate in various research areas, with special emphasis on developing multilateral initiatives to address global challenges.
- 6) The transfer of research-based knowledge to EUC students

Research is conducted by faculty members, research associates/research personnel and PhD students either on their own or within the framework of external (national, European, international) and internal funding programs that are launched by the University.

The Research Policy provides a code of conduct for research and is intended for all staff, including people with honorary positions, faculty members, special teaching personnel, scientific collaborators, special scientists, research associates, and students carrying out research at or on behalf of the University.

All groups mentioned above must familiarize themselves with the Research Policy to ensure that its provisions are observed.

1. EUC Research Ethics Policy

1.1 Scope and Purpose

1. The aim of the EUC Research Ethics policy is to promote and encourage a high quality research and enterprise culture, with the highest possible standards of integrity and practice. The policy applies to all academic, contract research and administrative staff, all research students, as well as undergraduate and masters students who are undertaking research. In short, the policy applies to all disciplines and research activities within the University, or sub-contracted on its behalf.
2. All staff and students are expected to act ethically when engaged in University business. Any research involving animals, human participants, human tissue or the collection of data on individuals requires ethical consideration. While particular attention must be paid to the interests of potentially vulnerable groups, such as children, the University recognises that it has a duty of care towards all members of the wider community affected by its activities. The University also recognises that it has a duty of care to its own staff, and that this includes the avoidance of harm to those undertaking research.
3. The University will establish a framework for research ethics governance in which its Research Ethics Committee will have a central approval, monitoring and training role. The University will establish a Research Ethics Committee with representatives from all the Schools. The Research Ethics Committee will put in place the procedures needed to obtain approval.

It is, however, recognised that it may not always be appropriate or practicable for ethical approval to be sought from the Research Ethics Committee especially when it comes to short or undergraduate projects. Normally undergraduate or taught projects will not require clearance from the Research Ethics Committee and the matter can be dealt with at School and/or Department level. However, when active intervention is involved whether physically invasive or psychologically intrusive the Research Ethics Committee will need to be consulted. In particular, university staff has an obligation to ensure that not only their own research but any undergraduate or masters student research conducted under their supervision is ethically sound. Where research projects are subject to external approval, the School or Department responsible must ensure that this approval is sought and given. Where approval for a project has been given by a Research Ethics Committee at another university, as may be the case with a collaborative project, the EUC Research Ethics Committee must be provided with proof of this.

4. For some research projects it may be necessary to obtain the approval of the Cyprus National Bioethics Committee. Researchers should consult directly with the Cyprus National Bioethics Committee. Contact details and more information on the approval process can be found on <http://www.bioethics.gov.cy>.

1.2 General Principles

1. The EUC Research Ethics Policy is based on widely accepted principles and practices governing research involving human participants. The key elements are:
 - Minimal risk of harm to participants and researchers;
 - Potential for benefit to the society;
 - Maintenance of the dignity of participants;
 - Minimal risk of harm to the environment;
 - Voluntary informed consent by participants, or special safeguards where this is not possible;
 - Transparency in declaring funding sources;
 - Confidentiality of information supplied by research participants and anonymity of respondents;
 - Acknowledgement of assistance;
 - Appropriate publication and dissemination of research results;
 - Independence and impartiality of researchers.

1.3 The Definition of Human-Related Research

1. All human-related research which includes one or more of the following require ethical assessment and approval at the appropriate level:
 - Direct involvement through physically invasive procedures, such as the taking of blood samples
 - Direct involvement through non-invasive procedures, such as laboratory-based experiments, interviews, questionnaires, surveys, observation
 - Indirect involvement through access to personal information and/or tissue
 - Involvement requiring consent on behalf of others, such as by parents for a child participant

1.4 Vulnerable Participants

1. Some participants may be particularly vulnerable to harm and may require special safeguards for their welfare. In general, it may be inappropriate for undergraduates to undertake research projects involving such participants.
2. Particularly vulnerable participants might be:
 - Infants and children under the age of eighteen

- People with physiological and/or psychological impairments and/or learning difficulties.
- People in poverty
- Relatives of sick, or recently–deceased, people

1.5 The Legal Framework, the Role of Professional Associations and Research Councils

1. All research undertaken under the auspices of EUC must meet statutory requirements. Of particular relevance is the Bioethics Law (N.150 (I)/2001 and 53 (I)/2010), the Data Protection Law (2001), the Patients Protection Law (2005), and all those laws that create the legal framework for the Cyprus National Bioethics Committee.
2. Researchers in particular disciplines should comply with any research ethics guidelines set out by their professional associations.
3. Research Councils, charitable trusts and other research funding bodies in most cases require an undertaking from grant applicants that research proposals involving human participants have been approved by the University Research Ethics Committee or another appropriate body. Some also require audited compliance with their guidelines.

2. Good Research Practices / Code of Ethical Conduct in Research

2.1 Code of ethical conduct in research

Scholarly inquiry and the dissemination of knowledge are central functions of the University. They can be carried out only if faculty and research personnel abide by certain rules of conduct and accept responsibilities stemming from their research. And they can only be carried out if faculty and research personnel are guaranteed certain freedoms. The University expects that faculty and research personnel will be bound by the following research practices:

All faculty and research personnel are free to choose any research matter, to receive support from any legitimate source, and to create, analyse and derive their own findings and conclusions.

Research methods, techniques, and practices should not violate any established professional ethics, or infringe on health, safety, privacy and other personal rights of human beings and/or animals.

The above principles define the university's role with respect to research carried out on its premises. They are set forth to reinforce, and not diminish each faculty and research personnel's personal responsibilities toward their research, and to assure that each faculty and research personnel's source of funding and research applications are consistent with moral and societal conscience.

2.2 Openness in research

The University recognizes and supports the need for faculty and research personnel to protect their own rights, be they academic or intellectual property rights. Even so, the University encourages all faculty and research personnel to be as open as possible when discussing their research with other researchers and the public. This aims at the dissemination of research performed in the University to enhance the international research community's knowledge and understanding.

2.3 Integrity

Faculty and research personnel must be honest about their research and in their review of research coming from other researchers. This applies to all types of research work, including, but not limited to, analysing data, applying for funding, and publishing findings. The contributions of all involved parties should be acknowledged in all published forms of findings.

Faculty and research personnel are liable to the society, their professions, the University, their students and any funding agency that may fund their research. For this reason, faculty and research personnel are expected to understand that any form of plagiarism, deception, fabrication or falsification of research results are regarded as grave disciplinary offences managed by procedures described in detail in Section 2.4.

Any real or potential conflict of interest should be reported by faculty and research personnel to any affected party in a timely manner in all matters concerning research and peer review. According to the United States National Institute of Health "Conflict of interest occurs when individuals involved with the conduct, reporting, oversight, or review of research also have financial or other interests, from which they can benefit, depending on the results of the research." (<http://www.nih.gov>).

2.4 Misconduct in research

Misconduct in research may involve Fabrication, Falsification, or Plagiarism in proposing, performing, or reviewing research, or in reporting research results. To prove that there has been misconduct in research, the following conditions must be met: The performance of said research has significantly deviated from accepted practices used in the field that the research was performed, and there was intention in the misconduct by the researcher(s).

Any allegations about misconduct in research will be investigated by the University thoroughly, through a special committee formed as described in the University Charter, Annex 11, Article VII.

3. Intellectual Property Policy

3.1 Introduction

The EUC is dedicated to teaching, research, and the extension of knowledge to the public. Faculty, research personnel, and students at the University, hereafter referred to as "University Employees," recognize as two of their major objectives the production of new knowledge and the dissemination of both old and new knowledge. Because of these objectives, the need is created to encourage the production of creative and scholarly works and to develop new and useful materials, devices, processes, and other inventions, some of which may have potential for commercialization.

The University acknowledges the need for an Intellectual Property Rights (IPR) policy, which will promote the University's reputation as socially relevant, leading research and teaching organisation and will directly contribute to the financial position of the EUC if its commercial value is realised.

The policy is based on the principles that will govern the ownership rights emanating from research of and/or materials produced by the EUC's members of staff and students, and to establish objectively fair and equitable criteria for the transfer of knowledge. The EUC thus aims to provide support services to promote the creation of Intellectual Property (IP) whilst seeking to maximise the commercial exploitation of the resulting IPR.

Intellectual Property includes, but is not limited to, patents, registered designs, registered trademarks and applications and the right to apply for any of the foregoing, copyright, design rights, topography rights, database rights, brands, trademarks, utility model rights, rights in the nature of copyright, knowhow, rights in proprietary and confidential information and any other rights in inventions.

The EUC acknowledges that registration and commercial exploitation of Intellectual Property is often a long and costly process that is justified once it is ascertained that there exists a business case for such registration and exploitation. It is known that in practice, only a small number of works can be commercially exploited in a viable manner, depending on the nature and marketability of the work in question.

3.2 Definitions

For the purposes of this Policy:

Creator - "Creator" shall mean, employees of EUC, a student, non-employees contracted to EUC for contracts and services, or a member of a Visiting Teaching Staff involved in the production of Disclosable Work.

Disclosable Work – "Disclosable Work" shall mean such work that is novel, original, and/or important and is likely to bring impact and enhance the Creator's reputation. This work is characterised by the IP rights it generates.

Intellectual Property Policy – “IP Policy” is the name of the policy described here that outlines the regulations of the EUC in regard to disclosure and exploitation of Intellectual Property Rights (IPR).

Organisation – “Organisation” for the purpose of this document is the European University Cyprus (EUC).

Intellectual Property Adjudication Committee – is the name of the committee established to resolve disputes over interpretation or claims arising out of or relating to this policy, or dispute as to ownership rights of Intellectual Property under this policy.

Office of the Vice Rector for Research and External Affairs – is the office within the EUC responsible for the development of and enacting this IP Policy and is the interface between the EUC and the Technology Transfer Facility.

Technology Transfer Facility – “TTF” for the purpose of this policy, is the relevant body responsible for Technology Transfer support in Cyprus.

3.3 Intellectual Property Regulations

3.3.1 Responsibility

1. The IP Policy acknowledges that all members of staff and students have responsibilities with regard to IPR arising from and/or used by them in the course of their teaching/employment.
2. The IP Policy also recognises that all members of staff and students require support and assistance to help them to meet their responsibilities and this will be provided by the Office of the Vice Rector for Research and External Affairs and, subsequently, by the Technology Transfer Facility.

3.3.2 Identification of IP (including duty of confidentiality)

1. It is expected that identification will take place when employees, students, or members of staff are involved in creating and developing IP. Much of the IP which will be created by the EUC’s employees may be anticipated prior to its creation depending on the nature of the project in question and outputs and results that are expected to be generated. Examples of such outputs which are likely to have potential IP rights arising include (but are not limited to):
 - Inventions (whether or not patentable);
 - Methodologies;
 - Software;
 - Databases;
 - Educational/training materials and tools;
 - Modelling tools;
 - Solutions to technical problems; and
 - Design/artistic products.

2. A Summary of the main classes of IPR is listed below:

Patent

A registered patent provides a time-defined (up to 20 years) geographically defined monopoly right to exploit a new commercially valuable invention or process. The basis of the permission to exploit is that the invention's working is disclosed, although patenting is not possible if there has been ANY prior disclosure of the invention. Patents are governed by Cyprus Law or EU Law such as the New Patent Law of Cyprus (Law No. 16(I)/1998).

Copyright

This time-limited right (which varies between 25 and 70 years according to the material) arises automatically on the physical creation (not the idea) of software, original literary, dramatic, artistic or musical work, and in recorded (e.g. film) or published (e.g. layout) derivations. Use of the © mark and owner's name and date is the internationally recognised way of alerting the public to the copyright ownership but the protection (the right to preventing unauthorised copying) exists regardless. Copyright is governed by the Copyright Law, 59/76.

Copyright may be assigned to a third party, but until that point or until a licence is agreed it remains the property of the Creator, unless s/he creates the work 'in the course of his/her employment', in which case it is the property of the employer.

Moral rights

All European countries recognise an author's moral rights. In Cyprus, there are two moral rights: the right of paternity and the right of integrity. These rights relate to the reputation or standing of the creator in the eyes of fellow human beings. To infringe a moral right involves denigrating or harming the author's reputation. The right of integrity means the creator has the right to object to derogatory treatment of his/her work. Basically, this means changing it in a way that affects the nature of the work without permission. Moral rights can be waived (i.e. the author chooses not to exercise the rights) or they can be bequeathed. They cannot be assigned.

Performing rights

Creators of copyright works have the right to protect the physical form in which those works are created – words on the page, pigment on a canvas, or the clay or metal of a sculpture. Performers such as teachers, actors, musicians and dancers also enjoy protection of their performance, especially when recorded on film, video, tape, CD, or in other form.

Performing rights may affect the multimedia elements of online courseware, as well as the Creator's copyright in the material itself.

Database Right

This time-limited (15 years) right arises without registration to protect the compilers of non-original information from losing the benefit of their work through unauthorised copying or re-use.

Industrial Designs

There is automatic time-limited (15 years) protection (the right to prevent unauthorised copying) for unregistered designs, provided authorship can be proved, under the Legal Protection of Industrial Designs and Models Law 4(I)/2002 This design right covers "the appearance of the whole or a part of a product resulting from the features of, in particular, the lines, contours, colours, shape, texture and/or materials of the product itself and/or its ornamentation" on condition of novelty of the design.

On registration under Legal Protection of Industrial Designs and Models Law, the designer of the new pattern or shape which has aesthetic appeal (can be 2 or 3 dimensional) acquires a monopoly right of commercialisation for a maximum of 25 years from the filing of the application, divided into 5 periods of 5 years.

An unregistered community design (UCD) gives its owner the right to prevent unauthorised copying of their design throughout the European Union. It is not a monopoly right and lasts for 3 years from the date on which the design was first made available to the public within the Community.

Domain Names

Registering a domain name for Internet use gives a right to use the domain name typically for a period of two years, registered with bodies like ICANN internationally and the University of Cyprus in Cyprus. Owners of trademarks can have established rights to domain names.

Trade Marks

Registering a trade mark under the Cyprus Trade Marks Law, Chapter 268, gives a monopoly right for the use of graphically distinct trading identification signs. Unregistered trade marks have some protection through court actions against "passing off" (piracy), provided that their use has not lapsed for a period of 5 years. Cyprus legislation is fully harmonised with EU Standards applicable in trade mark protection.

3. EUC's members of staff and students undertake to keep confidential and not disclose any confidential information, data, materials, knowhow, trade secrets or any other IP, to any unauthorised third party and shall also undertake to keep such information secure and strictly confidential both during the course of research activity, be it of an Academic or Collaborative/Contract nature, and also on and following completion thereof.

4. Any breach of this confidentiality and non-disclosure obligation constitutes a serious breach and may lead to disciplinary action and does not prejudice the rights of the EUC to file any action for damages or any other rights available at law.

3.3.3 Coverage of the Regulations

1. Whom does this IP Policy apply to?
 - Employees:
By persons employed by the EUC in the course of their employment.
 - Students:
By student members in the course of or incidentally to their studies at EUC.
 - Non-employees contracted to the EUC:
By persons engaged by EUC under contracts for services during the course of or incidentally to that engagement.
2. Sabbatical, Seconded, Visiting Academics and others:
By other persons engaged in study or research in the University who, as a condition of their being granted access to the EUC's premises or facilities, have agreed in writing that this Part shall apply to them.
3. Participation of the EUC members of staff/employees and or students in Collaborative and/or Contracted Research.
The preparation and negotiation of any IP agreements or contracts involving the allocation of rights in and to IP will be undertaken by a competent person authorised for this purpose by the EUC.
Issues that will be addressed in such agreements include, but will not always be limited to:
 - ownership of Foreground IP;
 - licences to Foreground IP for uses outside the project;
 - ownership of Background IP;
 - licences to use Background IP in the project or activity in question and in relation to the use of the Foreground IP arising from such project or activity;
 - allocation of rights to use or commercialise IP arising from any such project or activity and the sharing of revenues; and
 - publications arising from the relevant project or activity and the rights arising from such projects or activities.

The terms of such agreements may be subject to negotiation.

3.3.4 Exceptions to the Regulations

1. Unless specifically commissioned, typically the EUC will NOT claim ownership of copyright in certain types of Disclosable Work described in this policy as “Creator Copyright Works”:
 - artistic works;
 - text and artwork for publication in books;
 - articles written for publication in journals;
 - papers to be presented at conferences;
 - theses and dissertations;
 - oral presentations at conferences;
 - posters for presentation at conferences; and
 - musical scores.
2. Where IP has been generated under the exception clause of this regulation, the EUC may assign the copyright to the Creator.
3. Students – undergraduate and/or postgraduate.

3.3.5 Disclosure of IP

1. All persons bound by these Regulations are required to make reasonably prompt written disclosure to the EUC’s Office of the Vice Rector for Research and External Affairs at the outset of the work or as soon as they become aware of it (by completion of the Invention Disclosure Form, the information required for which is provided in Appendix B):
 - any IP of potential commercial value arising from their work;
 - the ownership by a third party of any IP referred to or used for their work;
 - any use to be made of existing EUC IP during their work;
 - any IP which they themselves own which is proposed to be used by the EUC.
2. Creators shall keep all Disclosable Work confidential and avoid disclosing this prematurely and without consent;
3. Only disclose any Disclosable Work and the IP relating to it in accordance with the EUC’s policy and instructions;
4. Seek EUC’s consent to any publication of information relating to any Disclosable Work;
5. Creators must NOT:
 - i. apply for patents or other protection in relation to the Disclosable Work; and
 - ii. use any Disclosable Work for their own personal and/or business purposes and/or on their own account.

3.3.6 Ownership of IP

1. Ownership of IP created by an individual who is an employee is generally determined by considering:
 - Who created the IP?
 - Was the IP created in the course of the Creator's employment?
 - Are there any contractual conditions that affect ownership?
2. Assignment of ownership rights

Generally, the Creator of IP is its legal owner. From the EUC's point of view, the most important exception to this is the general rule that IP is owned by a person's employer where the IP is created as part of, or through the auspices of, the person's employment.
3. The EUC claims ownership of all the Intellectual Property specified in section 2.2, which is devised, made or created by those specified in section 3 and under the exceptions to the regulations in Section 4. It also includes but is not limited to the following:
 - i. Any work generated by computer hardware/software owned/operated by the EUC.
 - ii. Any work generated that is patentable or non-patentable.
 - iii. Any work generated with the aid of the EUC's resources and facilities including but not limited to films, videos, field and laboratory notebooks, multimedia works, photographs, typographic arrangements.
 - iv. Any work that is registered and any unregistered designs, plant varieties and topographies.
 - v. Any University commissioned work generated. Commissioned work is defined as work which the EUC has specifically employed or requested the person concerned to produce, whether in return of special payment or not and whether solely for the University or as part of a consortium.
 - vi. Know-how and information related to the above
 - vii. Any work generated as a result of the teaching process including but not limited to teaching materials, methodologies and course outlines.
 - viii. Material produced for the purposes of the design, content and delivery of an EUC course or other teaching on behalf of the school, whether used at the school's premises or used in relation to a distance learning and/or e-learning project. This type of material includes slides, examination papers, questions, case studies, and assignments ("course materials").
 - ix. Material for projects specifically commissioned by the EUC
 - x. All administrative materials and official EUC documents, e.g. software, finance records, administration reports, results and data.

3.3.7 Modus Operandi for Commercial Exploitation of the IPR

1. The EUC is entitled to commercially exploit any result obtained under its aegis (unless this entitlement is relinquished). The Office of the Vice Rector for Research and External Affairs has the responsibility for administration of Disclosures and will work with the TTF of Cyprus, which has responsibility for

- commercialisation of Disclosures. As guidance to the commercialisation process, the EUC/TTF will follow a standard process, graphically presented in Appendix A.
2. The Creator/s shall notify the Office of the Vice Rector for Research and External Affairs of all IP which might be commercially exploitable and of any associated materials, including research results, as early as possible in the research project. This notification shall be effected by means of an Invention Disclosure Form (contents as noted in Appendix B). In case of doubt as to whether research is commercially exploitable or otherwise, the Creator/s undertake/s to seek the advice of Cyprus Central TTF.
 3. The Office of the Vice Rector for Research and External Affairs shall immediately acknowledge receipt of the Disclosure Form. In consultation with the TTF and the Creator/s, shall decide whether the EUC and the TTF has an interest to protect and exploit the relevant IPR.
 4. The TTF shall communicate the decision in writing to the Office of the Vice Rector and the Creator/s by not later than three months from the date of receipt of the Invention Disclosure Form. If the EUC and TTF decide to protect and exploit the IPR, it is understood that:
 - the Creator/s shall collaborate with the EUC and the TTF, to develop an action plan for the protection and commercial exploitation of the IP;
 - the TTF in collaboration with the Creator/s shall ensure that third party rights are not infringed in any way through the process; and
 - the EUC/TTF shall seek to protect the right of the Creator/s to use the said IP for strictly non-commercial purposes.
 5. Should the EUC and TTF decide that there is no interest in protecting and exploiting the relevant IPR, or should it fail to inform the Creator/s about its decision within the stipulated time, the EUC may assign all its rights, title and interest in such IP to the Creator/s concerned, whilst the EUC retains the right to use the said IP in whichever manifestation for strictly non-commercial purposes.
 6. The Creator/s SHALL NOT enter into any sponsorships or commercial agreements with third parties related to their research at EUC without prior written authorisation by the Office of the Vice Rector for Research and External Affairs. This said, it is understood that consent shall generally be granted to Creator/s for such requests as long as the IPRs of the EUC are safeguarded; otherwise the claims on IPR expected by the third party must be agreed upon explicitly upfront.

3.3.8 IPR protection

1. Some forms of IP require active steps to be taken to obtain protection (e.g.: patents, registered trademarks and registered designs). Other forms of IP rights are protected on creation (e.g. Copyright, EU Database Rights) but still require appropriate management in order to maximise the protection available. Best practices in patent protection require that all materials made publicly available by any employees, members of staff and/or students should include a copyright notice.

2. Any decisions relating to the registration of any IP rights such as making an application for a patent or a registered trade mark or a registered design (including any decisions to continue or discontinue any such application) should be made in consultation with the Office of the Vice Rector for Research and External Affairs and the TTF. The IP registration process can be very expensive and IP protection costs should not be incurred without appropriate consideration of how such costs will be recovered.

3.3.9 Revenue Sharing Mechanism

The EUC's employees and students can benefit from the Revenue Sharing Scheme if their work generates income for the EUC. The scheme is presented in Appendix C. Note that such revenue to be shared is typically calculated after deduction of all costs incurred by the EUC and TTF in developing, protecting, exploiting, and marketing the Disclosable Work and the Intellectual Property it contains.

3.3.10 Leaving the EUC

Cessation of employment, under normal circumstances, will not affect an individual's right to receive a share of revenue. Exceptions to this rule include: cessation of employment due to disciplinary actions.

3.3.11 Applications to use the EUC's IP

1. The EUC may be willing to consider requests from its staff and/or students for a licence to use specific IP, owned by EUC for their use although the terms and decision to grant any such licences is a decision wholly made by the EUC.
2. Applications for such licence should be made in writing to the Office of the Vice Rector for Research and External Affairs.

3.3.12 Breach of the Regulations

1. Breach of the regulations listed in this Policy may be a disciplinary matter for the EUC's staff and students under the normal procedures.
2. The EUC shall consider all avenues available to it, including legal action if necessary, in respect to persons bound by these regulations who acted in breach of them.

3.3.13 Discretion to assign/licence back

1. If the EUC does not wish to pursue the commercialisation of any Intellectual Property or does not wish to maintain an interest in the IPR, it has the right to assign such IPR rights to the Creator/s of the IPR by entering into an agreement to enable the IP to be used by the Creators. This will generally only be granted where there is clear evidence that the IP provides no other benefit to the EUC and is not related to other IP, which the EUC has an interest in. However, the EUC shall not assign its IP if they consider that the commercialisation of the IP could potentially bring harm to the name of the EUC. Decisions regarding potential harm will be taken by the Research Ethics Committee of EUC.

2. Requests for any transfer of rights from the EUC to another party with rights should be made in the first instance to the Vice Rector for Research and External Affairs.

3.3.14 Amendments to the Regulations

These Regulations may be amended by the Senate of the EUC on the recommendation of the Vice Rector for Research and External Affairs.

3.3.15 Death

In the event of a researcher's death, the entitlement shall continue for the benefit of his or her estate.

3.3.16 Disputes

1. Any question of interpretation or claim arising out of or relating to this policy, or dispute as to ownership rights of intellectual property under this policy, will be settled by submitting to the EUC's Intellectual Property Adjudication Committee a letter setting forth the grievance or issue to be resolved. The committee will review the matter and then advise the parties of its decision within 60 days of submission of the letter.
2. The Intellectual Property Adjudication Committee will consist of a chair who is a member of the tenured faculty, at the rank of either a Professor or an Associate Professor, one member of the faculty from each School, at the rank of either Assistant Professor or Associate Professor or Professor, an individual from the EUC with knowledge of Intellectual Property and experience in commercialisation of Intellectual Property, and two other members representing, respectively, the EUC administration, and the student body. The chair will be appointed by the Vice Rector for Research and External Affairs, with the advice and consent of the Senate Research Committee, and the remaining members of the committee will be appointed: the faculty members, each by their School's Council, the administration representative by the University Council or its designee, and the student representative by the Student Union.
The committee will use the guidelines set forth in this policy to decide upon a fair resolution of any dispute.
3. Any disputes regarding the revenue distribution from the exploitation of Disclosable Works will be dealt with in accordance with the EUC's normal member of staff or student dispute procedures as outlined in the contractual terms of conditions.
4. The Parties shall attempt to settle any claim, dispute or controversy arising in connection with this Policy, including without limitation any controversy regarding the interpretation of this Policy, through consultation and negotiation in good faith and spirit of mutual cooperation. Where such claims or disputes cannot be settled amicably, they may be taken to court.
5. This Agreement shall be governed by, and construed in accordance with the laws of Cyprus.

4. Offices, Committees and Centres for Research

4.1 Vice Rector for Research and External Affairs

The Vice Rector for Research and External Affairs (from now on referred to as the Vice Rector) is the person responsible for representing the University on research matters and enhancing activities related to research within the University. Moreover the Vice Rector facilitates and supports, when asked by faculty or research members, all research activities, including the implementation of research projects, the organization of scientific conferences and the establishment of research units/labs. In addition, the Vice Rector is responsible for the smooth implementation of the University's Research Policy.

4.2 Senate Research Committee

The administration of the research activity is facilitated by the Senate Research Committee of the University. The Committee composition is prescribed in the University Charter and the Committee is accountable to the Senate of the University.

4.3 Research Foundations and Centres

Research is carried out in university departments, research foundations, and centres. The Senate suggests to the University Council the formation of new foundations and research centres or the discontinuation of existing ones, if necessary.

The University Council approves the establishment of these foundations and research centres. Separate regulations are issued for the establishment of University research centres. Detailed description of the mission, area of specialization, and operation of each foundation or research centre is given in a separate document.

4.4 Research Office

Detailed description of the mission, area of specialization, and operation of the Research Office is given in a separate document.

5. Rules Governing External Research Programmes

5.1 Suggested procedure for submitting and implementing a funded research project

The following rules apply for externally funded research projects:

5.1.1 Submission of research proposals:

Faculty and research personnel that are interested in submitting a proposal or participate in a proposal for ANY kind of externally funded research project

(commercial, consultancy, RPF, European etc) should consult and get the approval of the EUC Research Office. The formal procedures developed by the Research Office pertaining to the development of a research proposal and to participation in a research project should be followed in all cases. Given that in all research and consulting application forms a budget also needs to be prepared, the budget will be developed in collaboration with the EUC Research Office, sharing their expertise with the faculty and research personnel and advising them accordingly about the cost models and cost categories used in each case. This procedure should make sure that the proposal satisfies all the necessary criteria of the particular research call.

The final approval for financial and administrative issues of proposals or projects will be signed by the legal representative of EUC.

5.1.2 Project implementation

The formal procedures developed by the Research Office pertaining to the administration of a research project should be followed in all cases.

In the case where a project is awarded, a copy of the contract and all the original receipts, invoices, contracts and other accounting documents regarding expenses of the project will be maintained by the EUC Research Office without any additional remuneration or personnel costs added to the budget of a project. The researcher/s involved in an externally funded project are responsible for submitting all receipts, invoices, contracts and other accounting documents relevant to their project to this department. No payment will be processed before the submission of the aforementioned documents to the Research Office.

Timesheets should be kept for all projects. These will be used as the basis for calculating the money to be paid to researchers for all types of projects. The EUC Research Office will assist researchers to calculate the hourly and daily rate for each staff member.

The researcher must also inform the Chief Financial Officer of the University, through the EUC Research Office, in order to create a separate ledger (account) in the University's Accounts Department. After completion of the project, the Accounts Department will keep the file on record for 5 years or more if needed by the contractual agreement.

The EUC Research Office should keep a file with all the details concerning the project. The file must be made available to the Senate Research Committee upon request.

5.1.3 Financial issues concerning externally funded research projects

All incoming funds for the execution of a project are deposited in a separate account (ledger) of the University and all necessary expenses with their receipts relating to the project are paid/signed by the Vice Rector for Research and External Affairs, the CFO and the CEO of the University.

The time spent by faculty and research personnel on national, European or international research projects is, with rare exceptions, an eligible cost for inclusion in a project budget at a level which reflects the time to be spent by faculty and research personnel on the project and the employer's cost. These are real project costs and their inclusion in project budgets is strongly required.

Salary payments to faculty and research personnel will be paid out regularly by the Accounts department upon the project coordinator's request to the Research Office and provided that the allocated amount for the previous period has been received from the funding agency and all reporting requirements for the previous period to the funding agency have been met.

In cases of delay in receiving the predetermined instalment, the University will grant to the researcher the required funds (not his/her compensation/remuneration but costs such as equipment, consumables, traveling) to initiate the research, provided that a copy of the contract and all necessary documentation had been submitted to the Research Office.

Employment of additional temporary staff, budgeted for completion of the research project, will be the responsibility of the project coordinator. The remuneration for temporary staff will depend on the corresponding budget of the project and the possible allocation of funds for this purpose.

Subcontracting activities within the framework of a research project will be the responsibility of the project coordinator. These activities should be in alignment with the corresponding budget of the project, the grant rules, and the EUC subcontracting policy.

In the case where a faculty or research personnel fails to complete a research project due to failure to meet his/her contractual obligations, or if it is clear that there was an intention of misconduct and there are financial damages laid upon the University relating to this event, the faculty or research personnel is liable to pay these damages. This will not be applied in cases such as health problem, etc, where there is clearly not an intention of misconduct.

5.1.4 University research fund

All funds allocated for research from externally-funded research projects, the University as well as funds offered for research purposes from third parties will be deposited in the University Research Fund. Recommendations for the allocation of funds are made by the Senate Research Committee and are subject

to the final approval of the Management of the University. These funds can be used to finance such activities as:

- (a) Participation of academic researchers in conferences, seminars, and meetings to co-ordinate activities, which are needed for submission of external programmes.
- (b) The administration costs associated with providing support services to academic researchers.
- (c) Organisation of training seminars for the faculty and research personnel of the University; these seminars shall be organized if and only will help/assist and/or facilitate researchers to enhance and further develop their knowledge in subjects related to their research fields and help them design and implement research projects.
- (d) Purchase of software, hardware and equipment that are needed by faculty and research personnel for research projects.
- (e) The funding for the University's Internal Research Awards such as PhD scholarships
- (f) Development of Infrastructure related to the research activity of the University.
- (g) Funding of the activities of the Research Office of the University.

6. Rules Governing Internal Research Awards

The University's "Internal Research Awards" (IRA) are launched on an annual basis by the Senate Research Committee, are announced by the Vice Rector for Research & External Affairs and financed by the University Research Fund and external sponsors as described in Section 5.1.4 above.

6.1 Purpose

IRAs are awarded to EUC faculty in order to pursue research and other creative work. IRAs provide support for exploratory research projects which might result in proposals submitted for external funding or in creative work that is likely to enhance the recognition of the faculty and research personnel and the University at large. IRAs may be used for funding travel, equipment, supplies, PhD student assistants' scholarships, student assistants, research assistants and other expenses. Funding for this programme comes from the University Research Fund.

6.2 Eligibility for the awards

All full-time faculty members of the University who have the rank of Assistant Professor or higher are eligible to apply for the awards. Specific eligibility criteria may apply for each type of award.

6.3 Application Procedure

The Vice Rector for Research and External Affairs initiates the selection process by issuing a call for proposals. The deadline for the submission of proposals will be announced. Application materials will be available from the office of the Vice Rector for Research and External Affairs and the proposals will be submitted electronically to the office of the Vice Rector.

7. Teaching Hours Reduction for Research Purposes

The University rewards members of staff who excel in research by awarding them Teaching Hours Reduction (THR). A THR may be awarded if the member of staff fulfils the conditions in one or more of the three schemes outlined below.

A member of staff may be awarded a THR under more than one of the schemes described below if he/she is eligible. The minimum teaching per semester can be reduced down to 6 hours per week based on the accumulated research load reduction hours. An exemption may be considered for Deans and Chairs.

All allocations of THR under the three schemes outlined below will be made after a recommendation of an ad-hoc committee chaired by the Vice Rector for Research and External Affairs. The committee will take into account scheduling constraints and other considerations for the sustainable development of research activity at the university. The committee will meet at an appropriate time in each semester in order to make the THR allocations in time for the preparation of the schedule of classes for the next semester.

7.1 Award of a THR for participation in research projects

Members of staff are eligible to apply for a Teaching Hours Reduction (THR) when conducting funded research for the full duration and until the completion of relevant funded projects. Should their application meet with success, funded project coordinators are entitled to a three-hour teaching reduction per semester for the whole duration of the project, whereas research partners are eligible for a THR equivalent to at least one third of the duration of the project.

Based on the policy of the University with regard to THR requests, Faculty, research and Other Teaching Personnel (OTP) members are expected to submit a written request to the Chairperson of his/her Department before the beginning of the academic year/semester. The Chairperson will process the THR request by way of making a relevant recommendation to the Dean of School. The Dean will then forward his/her recommendation to the Vice Rector for final approval. After the deadline expires, applications for teaching hours reduction will not be accepted.

The deadlines for submitting a request for teaching load reduction per semester are the following:

For the Fall Semester: 1st of May
For the Spring Semester: 31st of October

If a research proposal was awarded a grant after the special case of approval of a research/grant proposal (i.e. RPF, EU etc) while an academic year is in progress, a THR request should be submitted and be approved prior to the beginning of the next semester, during which the teaching load reduction will be applied. The research project should commence at least one month before the beginning of the next semester for the THR to be awarded.

7.2 Award of a THR for writing a book

A three-hour teaching reduction per semester will be awarded for the purpose of writing a book upon submission of a publishing contract by a reputable publisher. A total of two THR allocations (maximum 6 credits) will be made under the scheme for each book contract. The same deadlines and application procedure apply as in the scheme described in section 7.1.

7.3 Award of a THR by accumulation of points

A third scheme for the award of a THR takes into account the research activity of members of staff and the points they have accumulated according to the tables given in Appendix D. A THR of 3 hours per week is awarded to faculty members once they accumulate 100 (one hundred) points and the same number of points are automatically deducted from his/her accumulated total. Points accumulated over time but not utilized by a member of staff will simply remain at his/her disposal.

Note that members of staff may consider the year 2016 as the starting point for calculating points accumulated through research. The calculation of points will be valid after it has been approved by the Dean of the School and the Vice Rector for Research and External Affairs.

New faculty members can also get THRs under this scheme from the first semester of their employment. The points accumulated from their publications in the five (5) years prior to their appointment will be taken into account.

8. Equipment Acquired through Internal and External Funding

8.1 Equipment acquired through University funds

All equipment that has been acquired through funds that come directly through the university's funds (internal research grants, university research funds) will belong solely to the University and will be used by the faculty and research personnel's affiliated department or lab, according to the affiliation used by said faculty and research personnel in the funded research proposal and/or project. The faculty and research member is entitled to use the equipment throughout the duration of the funded project and this remains within the research unit/laboratory once the project

is completed, or within the faculty member's department, under his/her direct supervision if s/he does not belong to a unit / lab. Any required maintenance of the equipment should be undertaken by the University.

8.2 Equipment purchased through external funding

Equipment (software and hardware) is often provided in full or partly in the budget of proposals for external funding to enable the faculty and research member to carry out research effectively. This kind of equipment (computers, projectors, software programmes, fax and printing machines, etc.) is the property of the University but remains in the faculty or research personnel's research unit/laboratory or when this is not applicable in his/her department, under his/her supervision. The faculty member is entitled to use the equipment throughout the duration of the externally funded project. When faculty or research personnel who have had externally funded research projects leave the University, the status of any equipment purchased remains a property of the unit/lab or department that the faculty or research personnel belonged.

Any required maintenance of the equipment should again be undertaken by the University.

In the unlikely event that a faculty or research personnel obtains equipment via external funding that is not processed through the University's budget, the status of the equipment should be negotiated with the Vice Rector to determine ownership and responsibility for repair and replacement. Faculty or research personnel are encouraged to seek outside funding to upgrade, or replace their research equipment.

The Research Office is committed to working with faculty or research personnel to develop proposals for research and teaching equipment. Equipment grants usually require an institutional match, and faculty or research members are advised to consult with the Research Office and the Director of MIS early in the process about this matter. The MIS should be able to help faculty or research personnel to identify the best hardware and software products and estimate costs for proposal budgets.

8.3 Provision of computing equipment by MIS

The MIS department supplies desktop office computers, computer teaching labs, copy and printing machines and other types of equipment needed for research (software and hardware). The Director of the MIS department is responsible for keeping the University's inventory records and adjust these in the case of equipment purchases or wearing out of equipment (being fully depreciated).

9. Policy on Research Staff

9.1 Introduction

Academic Research Staff are EUC contract employees hired to work on EUC research activities as defined below. As EUC employees, Academic Research Staff are subject to all policies and procedures related to EUC employment, and receive all benefits implied by the employment law.

9.2 Definitions of Roles

The following positions for research staff are being described in the following sections:

- Research Associate
- Research Fellow
- Senior Research Fellow
- Honorary Research Staff

9.2.1 Job Description for the Position of Research Associate

9.2.1.1 Overall Role

For researchers who are educated to first degree level (and Master's degree) and who possess sufficient breadth or depth of knowledge in the discipline of research methods and techniques to work within their own area. Role holders who gain their doctorate during the course of employment will normally be recommended for promotion to Research Fellow, if this is appropriate for the duties and responsibilities of the post.

As a team member of the Research Laboratory/Programme the Research Associate will contribute quality research outputs and conceptual support to projects. With the guidance of the supervisor/programme leader, and within the bounds of the Research Laboratory/Programme mandate, the Research Associate will:

9.2.1.2 Key Responsibilities

- Conceptualize and conduct short-term experiments and research activities in support of broadbased/longitudinal research projects, ensuring consistency with established methodological approaches and models, adherence to project timelines, and completeness of documentation;
- Conduct studies of related literature and research to support the design and implementation of projects and development of reports, ensuring conceptual relevance, comprehensiveness, and currency of information;

- Write and publish articles in peer-reviewed journals that highlight findings from research and experimental activities ensuring consistency with the highest standards of academic publication and showcasing the Centre's/Programme's scientific leadership;
- Communicate to Programme/Project team developments/progress and results of research activities ensuring that relevant information and issues in the implementation of projects/experiments are captured in as comprehensive and timely manner as possible;
- Develop collaborative links with core scientific personnel in related programme areas to gain exposure to, and build knowledge on experimental/research activities and approaches, in order to subsequently improve conceptual development and implementation of existing programmes;
- Utilize appropriate and current techniques/protocols in experimental laboratory management to ensure integrity and security of experimental process, comprehensive documentation, and replicability of experimental procedures;
- Design and organize databases along project frameworks and experimental research design that support overall research management, including the monitoring and evaluation of project inputs, actions, and outcomes, as well as the subsequent integration of these databases to other databanks;
- Identify areas of improvement within the research structure using integrated management approaches in pursuit of capacity building/strengthening and the preservation of scientific rigor in research studies.
- To contribute to the design of a range of experiments/fieldwork/research methodologies in relation to the specific project that they are working on
- To set up and run experiments/fieldwork in consultation with the Principal Investigator, ensuring that the experiments/fieldwork are appropriately supervised and supported. To record, analyse and write up the results of these experiments/fieldwork.
- To prepare and present findings of research activity to colleagues for review purposes.
- To contribute to the drafting and submitting of papers to appropriate peer reviewed journals.
- To prepare progress reports on research for funding bodies when required.
- To contribute to the preparation and drafting of research bids and proposals.
- To contribute to the overall activities of the research team and department as required.
- To analyse and interpret the results of their own research

9.2.1.3 Skills and Qualifications

Education: Level Bachelor and/or Master's in the Programme Area

Experience and Skills:

Basic research skills and knowledge of research techniques

Ability to analyse and write up data

Ability to present and communicate research results effectively to a range of audiences

9.2.1.4 EUC Pertaining Benefits

Researchers will have access to facilities which are necessary and appropriate for the performance of their duties.

- Desk, Telephone line and PC
- MS Office, SPSS, Email and Printing Rights
- Business Cards with the University Emblem and the Research Laboratory they belong to
- Full access to the library

All researchers must receive the same forms of employment documentation as other academic-related staff of the University:

- a formal contract signed by the relevant appointing authority;
- written confirmation of any changes in the terms of employment;
- job description or the generic description of the role and, where appropriate, a list of expected research goals;
- further to the completion of the contract, researchers are responsible for returning in good condition all the equipment as well as business cards that have been provided to them.

9.2.2 Job Description for the Position of Research Fellow

9.2.2.1 Overall Role

A Research Fellow is a researcher with some research experience and who has typically been awarded a doctoral degree. A Research Fellow will often have supervisory responsibilities for more junior researchers and will often lead a team of researchers to achieve a research project's aims. They will initiate, develop, design and be responsible for the delivery of a programme of high quality research and may have full authority over several phases of project work.

9.2.2.2 Key Responsibilities

- Design, Conceptualize and conduct short-term experiments and research activities in support of broadbased/longitudinal research projects, ensuring consistency with established methodological approaches and models, adherence to project timelines, and completeness of documentation;
- Supervise and Conduct studies of related literature and research to support the design and implementation of projects and development of reports, ensuring conceptual relevance, comprehensiveness, and currency of information;
- Write and publish articles in peer-reviewed journals that highlight findings from research and experimental activities ensuring consistency with the highest standards of academic publication and showcasing the Centre's/Programme's scientific leadership;
- Take the lead within the team and communicate to Programme/Project team developments/progress and results of research activities ensuring that relevant

information and issues in the implementation of projects/experiments are captured in as comprehensive and timely manner as possible;

- Develop collaborative links with core scientific personnel in related programme areas to gain exposure to, and build knowledge on experimental/research activities and approaches, in order to subsequently improve conceptual development and implementation of existing programmes;
 - Utilize appropriate and current techniques/protocols in experimental laboratory management to ensure integrity and security of experimental process, comprehensive documentation, and replicability of experimental procedures;
 - Design and organize databases along project frameworks and experimental research design that support overall research management, including the monitoring and evaluation of project inputs, actions, and outcomes, as well as the subsequent integration of these databases to other databanks;
 - Identify areas of improvement within the research structure using integrated management approaches in pursuit of capacity building/strengthening and the preservation of scientific rigor in research studies.
 - Develop research objectives, projects and proposals.
 - Conduct individual or collaborative research projects.
 - Identify sources of funding and contribute to the process of securing funds.
-
- Act as principal investigator on research projects.
 - Manage and lead a team of researchers to achieve the aims of a research project.
 - Oversee and appropriately supervise and support the research activities (experiments, fieldwork etc.) of a research programme/project.
 - Ensure that research results are recorded, analysed and written up in a timely fashion.
 - Manage research grants in accordance with EUC Financial Regulations and the conditions of the funding body (e.g. EU, RPF etc.)
 - Prepare and present findings of research activity to colleagues for review purposes.
 - Submit papers to relevant peer reviewed journals and attend and present findings at relevant conferences.
 - Prepare progress reports on research for funding bodies when required
 - Participate in and develop external networks, for example to identify sources of funding or to build relationships for future research activities

9.2.2.3 Skills and Qualifications

Education: Level PhD in the Programme Area

Experience: at least 1-3 years relevant experience.

The candidate must possess sufficient specialist knowledge in the specific discipline to develop research programmes and methodologies.

9.2.2.4 EUC Pertaining Benefits

Researchers will have access to facilities which are necessary and appropriate for the performance of their duties.

- Desk, Telephone line and PC
- MS Office, SPSS, Email and Printing Rights
- Business Cards with the University Emblem and the Research Laboratory they belong to
- Full access to the library

All researchers must receive the same forms of employment documentation as other academic-related staff of the University:

- a formal contract signed by the relevant appointing authority;
- written confirmation of any changes in the terms of employment;
- job description or the generic description of the role and, where appropriate, a list of expected research goals;
- further to the completion of the contract, researchers are responsible for returning in good condition all the equipment as well as business cards that have been provided to them

9.2.3 Job Description for the Position of Senior Research Fellow

9.2.3.1 Overall Role

A Senior Research Fellow is an experienced researcher holding a leadership role in a research group/centre/institute. Post-holders are expected to undertake the role of Principal Investigator on major research projects, exhibit a strong reputation for independent research, and provide academic leadership. They are also expected to support the management activity of the relevant School/Research Centre, and contribute to the delivery of the School's/ Centre's/Laboratory's research strategy.

9.2.3.2 Key Responsibilities

- Supervise postgraduate research students
- Contribute to the development of research strategies for the relevant School/Centre/Laboratory.
- Define research objectives and questions
- Develop proposals for research projects which will make a significant impact by leading to an increase in knowledge and understanding
- Actively seek research funding and secure it as far as it is reasonably possible
- Generate new research approaches
- Review and synthesise the outcomes of research studies
- Interpret findings obtained from research projects and develop new insights
- Contribute generally to the development of thought and practice in the field
- Provide academic leadership to those working within research areas - for example, by co-ordinating the work of others to ensure that research projects are delivered effectively and to time
- Contribute to the development of teams and individuals through the appraisal system and providing advice on personal development

- Act as line manager (e.g. of research teams)
- Act as a personal mentor to peers and colleagues
- Provide advice on issues such as ensuring the appropriate balance of research projects, appointment of researchers and other performance related issues
- Identify opportunities for strategic development of new projects or other areas of research activity and contribute to the development of such ideas

9.2.3.3 Skills and Qualifications

Education: Level PhD in the Programme Area

Experience: at least 7-10 years relevant experience. Significant post-qualification research experience with a track record of high-quality publications.

Experience of successful supervision of students

Experience in a leadership role in a Research Group/Centre or Laboratory

9.2.3.4 EUC Pertaining Benefits

Researchers will have access to facilities which are necessary and appropriate for the performance of their duties.

- Desk, Telephone line and PC

- MS Office, SPSS, Email and Printing Rights

- Business Cards with the University Emblem and the Research Laboratory they belong to

- Full access to the library

All researchers must receive the same forms of employment documentation as other academic-related staff of the University:

- a formal contract signed by the relevant appointing authority;
- written confirmation of any changes in the terms of employment;
- job description or the generic description of the role and, where appropriate, a list of expected research goals;
- further to the completion of the contract, researchers are responsible for returning in good condition all the equipment as well as business cards that have been provided to them

9.3 Procedures for Appointment

9.3.1 Selection and Search Procedures

As a general rule, an appointment to the Academic Research Staff requires a search for a suitable candidate. Searches are initiated with a written vacancy announcement, such as in relevant professional journals or other publications.

The text for the announcement should be sent to the Office of the Vice Rector of Research and External Affairs and the Office of the Director of Human Resources, clearly describing the terms of employment, length of employment, identity and duration of funding sources contributing to his or her salary and line manager (the person the

researcher will be reporting to). The text should be advertised for a reasonable amount of time. A copy of a current CV, a cover letter and at least one recommendation should be sought for. A short list of the potential candidates will be created based on merit and the top part of the list will be called for a structured interview with the line manager. At the end of the procedure, the line manager will report back to the Office of the Vice Rector of Research and External Affairs and the Office of the Director of Human Resources, the name(s) of the proposed Researcher.

9.3.2 Criteria for the Appointment to Rank of Research Associate

Minimum qualifications as described in Section 9.2.1.

9.3.3 Criteria and Procedures for the Promotion to the Rank of Research Fellow

A Research Associate may, during the course of his/her appointment obtain, his/her PhD. In such cases, the employee (provided that he/she fulfills the work experience as described in Section 9.2.2) is promoted to the rank of Research Fellow. If the funding source that sponsors the program the researcher is assigned to accounts for a pay rise this is immediately applied.

9.4 Honorary Research Staff

The work of Research Centers is enhanced by the involvement and collaboration in the Research Centers' activities of personnel who are not employees of the University. To recognise the association, EUC may confer an honorary title to such individuals during the period of their association. An honorary title may not be conferred on an employee of EUC.

The title to be conferred will depend on the level of distinction and qualification of the candidate. Applications should come from the Dean of the School with:

- a copy of the person's CV
- a citation that should include:
 - a description of contributions to teaching
 - research being undertaken with academic staff as evidenced by joint publications/research projects and research grants or contracts being held jointly or a significant involvement in industry/academic joint activities within the College
 - rationale for offering the association
 - the start date and end date of the association

Honorary titles are intended to recognise ongoing attachments and are awarded for a fixed term, normally up to three years in the first instance. No monetary honorarium is associated with the offer.

The honorary research titles that can be awarded are:

9.4.1 Honorary Principal Research Fellow

Will have made an outstanding contribution to teaching and research

9.4.2 Honorary Senior Research Fellow

Extensive research experience required, the quality of which is determined by refereed publications, invitations to speak at conferences, hold an established national reputation and a known or developing international reputation. Have the ability to attract significant external research funding. Will usually lead a team of other research staff, possibly drawn from several disciplines

9.4.3 Honorary Research Fellow

Proven ability of high quality research, evidenced by authorship of a range of publications. Capable of attracting external research funding. May be required to undertake project management and/or supervise teams and other research staff; expected to provide expert advice and guidance to others

9.4.4 Honorary Research Associate

Required to produce independent original research and to take initiatives in planning of research.

9.5 Intellectual Property Rights

All IP generated throughout the employment of an Academic Research Staff Member belongs to EUC. In such cases that the Researcher is employed in a project that assigns explicit IP rights (e.g. an EU funded project) then the rules as set out by the funding agency are followed.

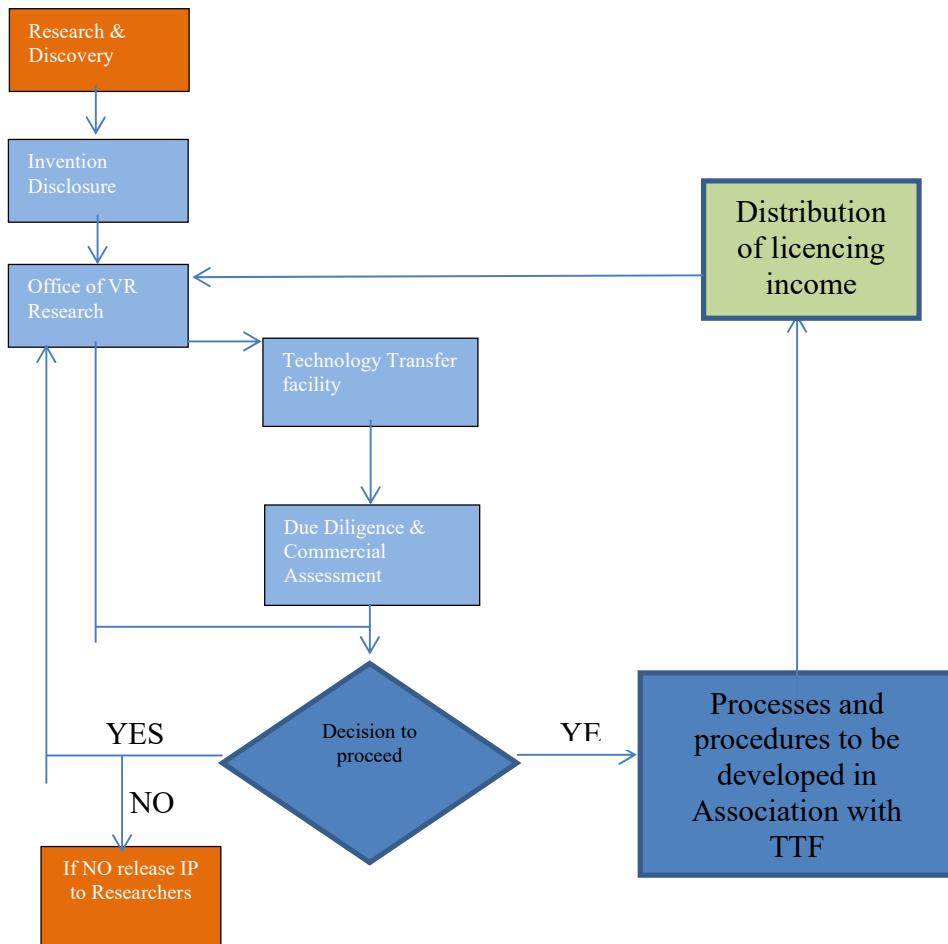
Honorary Research Staff may be required to assign the rights to any IP they create in the course of their academic activities to EUC. EUC may have obligations to organisations which are funding the research (e.g. an EU funded project) in question which it will not be able to honour without such an assignment of rights being in place. Associates are treated as if they were EUC Employees for the purposes of revenue sharing.

9.6 Involvement of Research Staff

Wherever possible, Academic Research staff should be encouraged to take part in university decision making processes, for example by inclusion in relevant departmental committees. Where appropriate, researchers should be included at University level, for example as representatives in working groups and staff consultation exercises.

Appendix A:

A Technology Transfer Process Map – to be completed when the TTF has been established.



Appendix B:

Invention Disclosure Guidelines

Invention Disclosure Form - Example

An Invention Disclosure Form (IDF) is designed to determine the basic facts relating to an invention, design, or copyright material. It is a way of capturing an invention and establishing who the inventors are, what the invention is, who is funding it, what the anticipated product/ market is and initiate Intellectual Property (IP) due diligence. Information on the following aspects of an invention should be included in an Invention Disclosure Form.

1. Descriptive Title of the Invention.
2. Who was involved? Please specify for each individual who contributed, invented or authored (if software):
 - a. Their names and if any are foreign nationals;
 - b. Who their employer is; are any contracts or arrangements in place?
 - c. What they contributed to the development of the technology (e.g. came up with the original idea; designed experiments; carried out experimental work; wrote code)
3. Detail of your invention:
 - a. What do you think your invention is?
 - b. What will your invention be used for?
 - c. What are the advantages of your invention and how does it improve on the present situation?
 - d. What is new about your invention?
 - e. How and why does it work? What is the science behind the invention
 - f. Are there any other uses of the invention?
4. Interest from external organisations and their details.
5. Information on published literature (including patents) relevant to your invention?
6. When and where the invention was first conceived?
7. What are your future plans for developing the technology?
8. Who have you told about the invention, when and where?
9. When did you first describe the invention in writing or electronically?
10. Publications, abstracts, conferences to date.
11. Publication and conference plans.
12. Funding information (comprehensive), e.g including third party support, Material Sales or Transfers, patient consents.

For inventions that include software, please provide the following additional information.
13. Application name and version number.

14. For source code developed by the researchers identified in question 2 above, include: source files used, programming languages, development tools, copyright protection in source code.
15. For new versions, include: source files changed, added or removed since the previous version, documentation required for others to use, if the source files have been distributed outside the university, and in what form, and are the source files available as a web-download – inc. URL and terms under which the download is available.
16. For other source files or libraries that are required to build the software application (external software), list the following: all external software required to use the application; who owns that software, how was the software obtained, licence terms or FOSS – name of the licence.

Appendix C:

Suggested Revenue Sharing Scheme

The EUC will share royalty income with employees and/or students involved in producing Disclosable Work whose exploitation generates revenue for the EUC. Payments are made at the Organisation's sole discretion, but the EUC will normally share royalty income in accordance with the table below. This may be either as a lump sum or as royalty income over a period of time.

Table C1

Net Revenue	Allocated to the Creator/s	Allocated to the EUC Central Budget	Allocated to the Creator'/s School of Study or Department Budget	Allocated to Support the TTF
100%	50%	20%	20%	10%

Appendix D

D1. Points accumulation from Research

Table D1 details the evaluation categories which will be used for the calculation of research points allocated to EUC researchers. The table has been constructed taking into account the following:

1. The points awarded are based on the evaluation of research accomplishments, not on the estimation / calculation of hours spent during the implementation of a research activity.
2. A research accomplishment is any research-related activity which strengthens the research portfolio and enhances the research esteem of a researcher in particular, and the EUC in general
3. It is apparent that specific research accomplishments cannot be evaluated in a similar manner across the range of research disciplines. Therefore, the following table is implicitly “averaging” the weight of these accomplishments, so that the scheme can be operational and fair.
4. The term “national”, when used in association with a conference, refers to one which is local in nature (i.e. only researchers from Cypriot Universities and other Cypriot research establishments participated in it).
5. The term “international”, when used in association with a conference, refers to one which is international in nature (i.e. researchers from Universities and other research establishments from at least two countries participated in it).
6. The term “national”, when used in association with a publication refers to one published by a Cypriot university or other Cypriot academic publishing house.
7. The term “international”, when used in association with a publication refers to one published by an international university or other international academic publishing house.

Where a publication of any type (conference, journal, book chapter, monograph, textbook, book, or other) concerns two or more authors, the following points’ calculation rules will apply: For cases up to (and including) two (2) authors, full points are awarded to the author in consideration. For each additional co-author (three (3) authors or more), a deduction of 2 points will be implemented on the full points’ allocation for the category considered. The minimum points that an author will be awarded cannot be smaller than 50% of the full points’ allocation for the category considered.

Table D1

Points	Conferences	Journals	Books	Research Projects	Other*
5	1. Presentation of poster / article in national conference (refereed) 2. Presentation as invited keynote speaker (refereed national conference)			1. Unsuccessful submission of funded research proposal in national / international organization (research partner)	Member of scientific / conference organizing committee (national / international)
10	1. Presentation of refereed poster / article in international conference (refereed) 2. Presentation as invited keynote speaker (refereed international conference) 3. Editor of national conference proceedings (refereed)	1. Publication of refereed journal article (journal not in ISI / Scopus / ACM / IEEE/etc.) 2. Editor of refereed journal special issue (journal not in ISI / Scopus / ACM / IEEE/etc.)	Publication of refereed book chapter (national)	1. Unsuccessful submission of funded research proposal in national organisation (project coordinator)	General Chair or Program Chair of refereed national conference
15	1. Editor of international conference proceedings (refereed)		Publication of refereed book chapter (international)	1. Unsuccessful submission of funded research proposal in international organization (project coordinator)	General Chair or Program Chair of refereed international conference

Table D1 (continues)

Points	Conferences	Journals	Book Chapters / Editors	Research Projects	Other*
20		1. Editor of refereed journal special issue (journal in ISI / Scopus / ACM / IEEE/etc.)	Editor of refereed book / book series		
25		1. Publication of refereed journal article (journal in ISI / Scopus / ACM / IEEE/etc.)			

* For these categories only 50% of the points will be accumulated

D2. Points accumulation from Research / Department of Arts

Due to the nature of the research conducted in the Department of Arts, Table D2 has been produced to address the research output of the Department. For all other research outputs such as journal papers, conferences, books, etc. the European University Cyprus' "Points' accumulation" table given in section D1 must be followed.

Table D2

Points	Other				
	Performance /Exhibition (Artist)		Creative works		Workshop/Seminars/Festivals /Competitions/ Broadcasts/Residencies
	Music	Graphic Design/Visual Arts	Music	Graphic Design/Visual Arts	
5	A01 Performance - National level (partial performance)	A02 Participation in local group exhibition	A03 Composition for up to 4 musicians		A04 <ul style="list-style-type: none"> National Performance or Broadcast of a composition/arrangement Adjudication of Competition Invited workshop / art lecture in national conference/festival
10	A05 Performance - International level (partial performance) Part of ensemble studio recording/ less than 3 tracks	A06 Participation in international group exhibition	A07 Composition from 5-10 musicians	A08 Publication design (national/international) - booklets covers	A09 <ul style="list-style-type: none"> International Performance or Broadcast of a composition/arrangement Competition Finalist Invited workshop / art lecture in international conference/festival Invited Artist (Workshop)
15	A10 Performance - National level (entire concert) Performance with Large Ensemble Part of ensemble studio recording/ more than 3 tracks	A11 Editor of exhibition catalogue (national/international)	A12 Composition for 10 musicians and above	A13 Publication design (international) - books and exhibition catalogues	A14A <ul style="list-style-type: none"> Competition Winner Invited Artist (Festival – duration more than three days) A14B Chair of international arts/music festival

20	<p>A15 Performer – International level (entire concert) /</p> <p>Solo studio Recording (CD) less than 3 tracks</p>	<p>A16 Participation in national solo exhibition</p>	<p>A17 Composition for Symphonic Orchestra</p>	<p>A18 Commissioned work by government/museum/ other cultural institution</p>	<p>A19 Participation in funded international residency</p>
25	<p>A20 Solo studio Recording (CD) more than 3 tracks</p>	<p>A21 Participation in international solo exhibition</p>	<p>A22 Publication of a composition (Score/CD) by an International Music Publishing House /Recording company</p>	<p>A23 Project: Curation of national / international exhibition</p>	



INTERNAL REGULATION ON

SABBATICAL LEAVE

73rd Senate Decision: 22 May 2020

Policy on Sabbatical Leave

1. Purpose

The objective of a Sabbatical Leave is to increase a faculty's value to the University and thereby improve and enrich its programs. Such leave is not regarded as a reward for service or as a vacation or rest period occurring automatically at stated intervals. Sabbatical leaves are granted for planned travel study, formal education, research, writing of papers, monographs and books or other experience of academic value.

A Sabbatical Leave, as distinguished from a terminal leave, a leave without compensation, or a leave for reasons of health, is defined at EUC as a leave for encouraging faculty members to engage in scholarly research and international networking that will increase their scholarly achievement or their capacity for service to the University internationalization policy. A Sabbatical Leave is not granted for taking regular academic or other employment with a financial advantage elsewhere.

2. Terms

A Sabbatical Leave is granted to a faculty member, beginning September 1, for the usual teaching terms (i.e., September to June complete) of one academic year (two semesters). However, as an alternative, a faculty member who has qualified for a full year of Sabbatical Leave may apply for such sabbatical to be divided into two terms falling within a six-year period, each such term representing one semester.

The cost of replacing a faculty member during Sabbatical Leave is to be kept as low as possible by arrangements such as rotating courses, employing part-time academic staff, and making internal adjustments in the academic Departments concerned. In all cases, the relevant School must give the final approval for the implementation of the Sabbatical Leave in a particular semester so that the smooth operation of the academic programs offered by the School is not affected by severe staff shortage.

3. Procedure for Granting a Sabbatical Leave

Application for a Sabbatical Leave should be made by the faculty member and submitted to the Department Chairperson no later than December 1, preceding

the academic year in which the leave will be carried out. The faculty member should submit the completed application form which will include a plan of activities during the Sabbatical Leave. Letters of acceptance from the institutions which will host the faculty member during his/her leave should also be attached.

The Department Chairperson must forward the application with an accompanying recommendation to the appropriate Dean by the following December 15. The recommendation shall include a statement of the proposed method of handling the normal duties of the faculty member while on leave.

The Dean must forward each application and the accompanying recommendation of the Department Chairperson, together with the Dean's own recommendation, to the Office of the Rector by January 15.

The Office of the Rector will forward all applications to the Chair of the Ad-hoc Committee which will evaluate the proposals. The Ad-hoc Committee will consist of the Vice-Rector of Research & External Affairs (chair), the Vice-Rector of Academic Affairs and the Director of Human Resources. The evaluation procedure for the awards is described in the following section.

4. Evaluation Procedure for the Sabbatical Awards

The Committee will decide each year the number of new sabbatical awards which will be made to the whole University. This will not be less than 3% of EUC faculty in the current academic year.

The Committee will determine the number of new sabbatical awards which will be made to each School in the current academic year. To do this, the Committee will consider the proportion of sabbatical leave awards which have been made to faculty members of each School of the University in the last three years including the current academic year. The Committee will ensure that with the new awards this proportion for each School does not deviate by more than 20% from its proportion of faculty members. Deviations exceeding 20% from these proportions may be allowed in the first three years of the implementation of the policy (starting academic year: 2020-21).

Once the number of new sabbatical awards to each School is determined, the Committee will select the applicant(s) from each School who have the highest number of points as calculated with the scheme described in Appendix A (below).

Applicants will be notified about the outcome of their application by March 15.

5. Sabbatical Leave and Sponsored Research

A faculty member is entitled to supplement the salary provided by the University during the period of leave with funding provided by an institutional, national or international source for academic activities.

6. Eligibility

Eligibility for a Sabbatical Leave is limited to full-time faculty members who have achieved tenure rights and who have completed six years of full-time service as faculty at European University Cyprus. In general, at least six years must elapse between consecutive sabbaticals.

At the end of a sabbatical leave, the faculty member should forward to the Department Chairperson and the Dean copies of a report on activities undertaken during the period of the leave.

Chairs of Departments, Deans of Schools, Vice-Rectors and the Rector are not eligible for a sabbatical leave award during their term of office.

Appendix A

Point calculation system for Sabbatical Awards

This Appendix describes the point calculation system which will be used for selecting the candidates in each School which will be awarded a Sabbatical Leave (see section 4).

The point calculation system awards points by considering the research activity of faculty in the past 5 years.

- Scopus document in the past 5 years: 30 points
- Scopus citations to documents published in the past 5 years: 2 points per citation
- Successful research proposals–National:

Principal investigator (PI) of the whole proposal	Local Coordinator of the proposal	Participant in the proposal
50 points	20 points	10 points

- Successful research proposals–European Union

Principal investigator (PI) of the whole proposal	Local Coordinator of the proposal	Participant in the proposal
100 points	40 points	20 points

Example: A faculty member published 3 Scopus papers in the past 5 years which have 10, 1, 3 Scopus citations respectively. He/she submitted one national proposal as a PI. What are his/her total points?

The total points are calculated as follows:

Papers: $3 \times 30 = 90$ pts

Citations: $(10 + 1 + 3) \times 2 = 28$ pts

Proposals: $50 = 50$ pts

Total points $90 + 28 + 50 = 168$ pts

Appendix 8

SCHOOL OF LAW

INTERNAL REGULATIONS FOR DOCTORAL STUDIES

JUNE 2016

Article 8 of the School of Law's Internal Regulations for Doctoral Studies in vigour since June 2016 is amended as follows:

8. Students' Admission Criteria

The students' admission criteria as referred to the EUC's Internal Regulations for Doctoral Studies are specified as follows:

8.1. Minimal Requirements

8.1.1. Applicants may be admitted to the Program if they hold:

- 1) a Bachelor's degree in Law granted by a University of Cyprus or by an equal recognized foreign University and
- 2) a Master's Degree in Law or a subject area related to the approved curriculum, granted by a University of Cyprus or by an equal recognized foreign University

8.1.2. Applicants should have – and prove – a remarkable academic background and their weighted average score of their Master's Degree (or of their equal diploma) should be at least "B" (80/100), in correlation to the European University Cyprus scoring system. In exceptional cases, the University may consider applications with lower average score, by taking into account the candidates' performance in courses related to Ph.D. research area and his/her previous professional and research experience.

8.1.3. Furthermore, applicants are required to have an excellent command of the Greek language, as the Ph.D. program will be conducted in Greek, as well as of a second language, based on the criteria specified by the Ministry of Education and Culture.

8.1.4. In exceptional cases and on special grounds, a non-holder of Law degree, with a degree score of at least "Very Good" or "B" (as a weighted average grade in correlation to the European University Cyprus scoring system), and since such candidate has documented his/her adequate familiarization with Law Science, something which would allow him/her to fruitfully complete the Ph.D. cycle, may be accepted to the Program. The decision whereby this applicant becomes admitted to the Program may provide for his/her obligation to successfully pass some courses or seminars offered by the School of Law.

8.2. Candidates' assessment

8.2.1. The assessment of a candidate, provided that he/she fulfils the minimal admission requirements, is conducted through an in-person interview during which additional criteria may be taken into consideration, such as his/her degree grade;

his/her transcript in courses related to the Programme curriculum; the dissertation topic; his/her prior professional and research experience; his/her research work; and his motivation for doctoral studies.

8.2.2. The School Council will be the one to make the final decision on a candidate's admission to the Program. Following a thorough review of the subject area of the candidate's previous academic studies, his/her possible scientific activation and in conjunction with the scientific specialization of the Program, the Council may request from the applicant to participate in specific master courses or to successfully pass specific exams or assessments before his/her admission.

8.2.3. In exceptional cases, the School may review/ assess transfer applications from other Universities or Educational Institutes, since the Senate gives its approval, provided that all the aforementioned criteria are met.