

Doc. 300.3.2

Date: 8/12/2023

# Higher Education Institution's Response

(Departmental)

- Higher Education Institution: Cyprus University of Technology
- Town: Limassol, Cyprus
- School/Faculty: Faculty of Management and Economics
- Department: Department of Management and Economics
- Programme(s) of study under evaluation  
Shipping (BSc, 4 years, 240 ECTS)

## Programme 1

### In Greek:

Πτυχίο στα Ναυτιλιακά

### In English:

BSc in Shipping

## Programme 2

### In Greek:

Μεταπτυχιακό στα Ναυτιλιακά

### In English:

MSc in Shipping

## Programme 3

### In Greek:

Διδακτορικό στα Ναυτιλιακά

### In English:

PhD in Shipping

- Department's Status: New



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 2021 [L.136(I)/2015 – L.132(I)/2021].

## 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.300.3.1) must justify whether actions have been taken in improving the quality of the department 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 deficiencies noted under the quality indicators (criteria)*
  - *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. 300.3.1).*
- *In case of annexes, those should be attached and sent on a separate document.*

## 1. Department's academic profile and orientation

### Sub-areas

- 1.1 Mission and strategic planning
- 1.2 Connecting with society
- 1.3 Development processes

### Areas of improvement and recommendations

*A list of problem areas followed by or linked to the recommendations of how to improve the situation.*

According to the submitted documents and the discussions that took place, it seems that the offered programmes are insufficiently supported by permanent academic staff, especially specialized in the field of shipping. However, the Department indicated that there is a pending process for recruitment as well as a request for special scientists, which will be engaged only in teaching.

The Department must ensure a specific and comprehensive policy, clearly also reflected in the handbooks, about the conduct of research according to protocols, especially the management and destruction of data collected after the completion of research. For that purpose, the establishment of a Research Ethics Committee is recommended, which will deal with the above matters, whether at departmental or at University level.

### **Reply:**

The Council of the Department of Shipping deeply thanks the EEC for their time, the fruitful and constructive discussions and the exchange of views during the on-site visit to the Premises on the day of the evaluation. In addition, we sincerely thank the Committee for their valuable comments and suggestions included in the external evaluation report. The Faculty of the Department took into serious consideration the recommendations and deployed specific measures and policies in order to address all the suggestions of the Committee and bring the programme live the soonest possible with the highest education standards.

As regards the areas for improvement mentioned in this section, the Department of Shipping would like to comment as follows:

**Permanent academic staff supporting the offered programs:** indeed, the current number of staff is not enough to fully cover the teaching needs of the new programme (BSc Shipping). As already communicated during the on-site visit, four positions of academic staff and another one for special teaching staff (who will be engaged only in teaching) are currently under recruitment; three of them already in a well-advanced stage. The emerging increasing teaching needs emanate from the commencement of the new undergraduate program of the Department (September 2024). In fact, since the on-site visit of the Committee one new member of academic staff has been recruited (as of 2<sup>nd</sup> January 2024) raising the number of full-time academic staff members to four (with interviews arranged for another two positions in January 2024). The first year of the new programme will run in the academic period 2024-25. It is expected that teaching needs

for the first year can be fully covered by the existing and new Faculty members that will be recruited by September 2024.

**Specific and comprehensive policy about the conduct of research according to protocols – Establishment of Departmental Research Committee:**

The Department in its 14<sup>th</sup> Council Meeting on the 8<sup>th</sup> of December 2023 established the Departmental Research Ethics Committee comprised by the three (at the time) Faculty members. Coordinator of this Committee is Dr Thalys Zis. The role of this Committee is to act as the reference point for the students who engage in research and need to collect data (personal or other) via questionnaires for the needs of their studies, assignments and projects. The Committee has the mandate to examine and evaluate the proposals/ applications submitted by the students for that purpose and provide recommendations, guidance and rectifying actions in case this is warranted, before approving the data collection method and all the following actions with this data. Furthermore, the Committee must ensure that any collection of microdata, analysis and research is conducted according to and fully compliant with the rules and protocols set by the CUT's Research Ethics Committee, including the management, storage and destruction of data collected after the completion of research. The role and terms of references for the Departmental Research Ethics Committee and the pertinent procedures and protocols will be clearly reflected in the students' handbooks.

## 2. Quality Assurance

### Sub-areas

**2.1 System and quality assurance strategy**

**2.2 Quality assurance for the programmes of study**

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Quality indicators/criteria		
<b>2. Quality Assurance</b>		
<b>2.1 System and quality assurance strategy</b>		<b>1 - 5</b>
2.1.1	The Department has a policy for quality assurance that is made public and forms part of the Institution's strategic management.	4
2.1.2	Internal stakeholders develop and implement a policy for quality assurance through appropriate structures and processes, while involving external stakeholders.	4
2.1.3	The Department's policy for quality assurance supports guarding against intolerance of any kind or discrimination against students or staff.	5
2.1.4	The quality assurance system adequately covers all the functions and sectors of the Department's activities:	
2.1.4.1	Teaching and learning	5
2.1.4.2	Research	5
2.1.4.3	The connection with society	5
2.1.4.4	Management and support services	5
2.1.5	The quality assurance system promotes a culture of quality.	4
2.1.6	Students' evaluation and feedback	3

Justify the numerical scores provided for the quality indicators (criteria) by specifying (if any) the deficiencies.

While the Department in its application has included the guidelines for grievances and reevaluation of exam papers, the EEC has not seen a comprehensive policy on appeals for

feedback from the instructor and re-evaluation. More importantly the wording “...If the instructor does not agree to discuss with the student, then the student has the right to ask the Chair..” has to be amended according to a proper policy. These matters should be duly addressed, as they reflect on the quality of the programmes.

## 2. Quality Assurance

### 2.2 Quality assurance for the programmes of study

1 - 5

2.2.1	The responsibility for decision-making and monitoring the implementation of the programmes of study offered by the Department lies with the teaching staff.	4
2.2.2	The system and criteria for assessing students' performance in the subjects of the programmes of studies offered by the Department are clear, sufficient and known to the students.	3
2.2.3	The quality control system refers to specific indicators and is effective, which have been presented and discussed.	3
2.2.4	The results from student assessments are used to improve the programmes of study.	3
2.2.5	The policy dealing with plagiarism committed by students as well as mechanisms for identifying and preventing it are effective.	2
2.2.6	The established procedures for examining students' objections/ disagreements on issues of student evaluation or academic ethics are effective.	2
2.2.7	The Department publishes information related to the programmes of study, credit units, learning outcomes, methodology, student admission criteria, completion of studies, facilities, number of teaching staff and the expertise of teaching staff.	5
2.2.8	Names and position of the teaching staff of each programme are published and easily accessible.	5
2.2.9	The Department has a clear and consistent policy on the admission criteria for students in the various programmes of studies offered.	5

2.2.10	The Department flexibly uses a variety of teaching methods.		5
2.2.11	The Department systematically collects data in relation to the academic performance of students, implements procedures for evaluating such data and has a relevant policy in place.		4
2.2.12	The Department analyses and publishes graduate employment information.		5
2.2.13	The Department ensures adequate and appropriate learning resources in line with European and international standards and/or international practices, particularly:		
	2.2.12.1	Building facilities	5
	2.2.12.2	Library	5
	2.2.12.3	Rooms for theoretical, practical and laboratory lessons	5
	2.2.12.4	Technological infrastructure	4
	2.2.12.5	Academic support	5
2.2.14	There is a student welfare service that supports students in regard to academic, personal problems and difficulties.		5
2.2.15	The Department's mechanisms, processes and infrastructure consider the needs of a diverse student population such as mature, part-time, employed and international students as well as students with disabilities.		4
2.2.16	Mentoring of each student is provided and the number of students per each permanent teaching member is adequate.		4
2.2.17	The provision of quality doctoral studies is ensured through doctoral studies regulations, which are publicly available.		4
2.2.18	The number of doctoral students, under the supervision of a member of the teaching staff, enables continuous and effective feedback to the students and it complies with the European and international standards.		4
2.2.19	The Department has mechanisms and funds to support writing and attending conferences of doctoral candidates.		N/A



2.2.20

There is a clear policy on authorship and intellectual property.

4

Justify the numerical scores provided for the quality indicators (criteria) by specifying (if any) the deficiencies.

The Department has not submitted evidence on the marking descriptors which apply in the grading of the assessment tasks. We have not been given any documents pertaining to a departmental quality system but only at University level.

***Findings** A short description of the situation in the Department based on evidence from the Department's application and the site - visit.*

As per above

### Strengths

*A list of strengths, e.g. examples of good practices, achievements, innovative solutions etc.*

The Studies and Student Affairs Service, on the premise that it functions properly, is a commendable mechanism for the wellbeing of students, which reflects in their academic performance.

### Areas of improvement and recommendations

*A list of problem areas followed by or linked to the recommendations of how to improve the situation.*

### **Reply:**

The Council of the Department warmly thanks the EEC for the comments and recommendations for improvement, as regards quality assurance matters. All the suggestions were duly addressed, as they reflect on the quality of the new programme of study.

In its response the Department will apply a two-pronged approach: first, the response will deal with the established University policy and procedures and secondly with the Departmental decisions and action plan to address and adopt the recommendations of the EEC. The Department also informs the CYQAA that recently it has adopted the content of the Quality Assurance Manual for Teaching and Learning<sup>1</sup>, prepared by members of the University's Internal Quality Committee and published on the 7<sup>th</sup> of December 2023.

**As regards part 2.2.5:** *The policy dealing with plagiarism committed by students as well as mechanisms for identifying and preventing it are effective.* The Department takes all the necessary measures and fully adopts

<sup>1</sup> Το Εγχειρίδιο βασίζεται στα Ευρωπαϊκά Πρότυπα και Κατευθυντήριες Γραμμές για την Διασφάλιση Ποιότητας στον Ευρωπαϊκό Χώρο Ανώτατης Εκπαίδευσης (ESG), καθώς και στις κατευθυντήριες γραμμές που παρέχονται από τον Φορέα Διασφάλισης και Πιστοποίησης της Ποιότητας της Ανώτερης Εκπαίδευσης (ΔΙΠΑΕ), με στόχο την επίτευξη ομοιογένειας μεταξύ των Τμημάτων σχετικά με πολιτικές, διαδικασίες και σημαντικούς μηχανισμούς διασφάλισης ποιότητας.

the procedures and guidelines as set by the University “**Policy and process of preventing and dealing with plagiarism**” for identifying and preventing plagiarism, which is considered a serious misconduct.

Specifically, plagiarism<sup>2</sup> is considered, by the University, to be a very serious case of misconduct, hence all students are made aware of the University’s policy and receive training in order to avoid it.

The University Senate at the 68<sup>th</sup> meeting decided that the procedure of using the plagiarism software become obligatory for the students, but to provide the flexibility to the academics and the Evaluation Committee in the use of the results of the report.

The Turnitin tool provides access only to academic staff following the creation of a personal account. It can be used either through Moodle or directly through its official website. Interconnection Turnitin with Moodle: Academics with a module page on Moodle can activate the Turnitin application with just a single click. Once students submit their projects on Moodle with Turnitin enabled, the instructor receives a detailed report, which includes a similarity score for effective evaluation. Besides providing a similarity score, the report generated by Turnitin identifies sections of text in the uploaded document (such as a student's thesis) that correspond to 'inputs/sources' found in the extensive Turnitin database. For details on the deployment of “Turnitin” software, please refer to Appendix III.

It is noted that the disciplinary control of students is exercised in accordance with the provisions of articles 35 to 49 of the of 52/2015 Regulation on Cyprus University of Technology (Students and Academic Affairs). The disciplinary control is exercised at the primary level by the Council of the relevant Department (CD) or by the Disciplinary Audit Committee (DAC) appointed by the Senate and ratified by the Council.

If an instructor determines that a student has committed plagiarism, they will submit a written report (signed written complaint against the student) to the Council of the Department or to the president of the Disciplinary Audit Committee (DAC) The Council of the Department will then proceed with the imposition of one or more of the following disciplinary actions/penalties:

## **DISCIPLINARY PENALTIES**

For serious disciplinary misconducts, the DAC shall decide to impose, depending on the nature and severity of the disciplinary misconduct, any of the following disciplinary penalties:

1. Oral reprimand
2. Written reprimand

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<sup>2</sup> According to Annex 3 “Students Disciplinary Rules”, of the Plagiarism and Collusion in Assignments is defined as follows: Plagiarism: the appropriation and / or integration into a project of ideas either verbatim or through paraphrasing, of extracts and / or individual phrases of another person's work without reference to the relevant source or by misleading or inadequate reference to the primary source.

3. Marking sentences for misconducts related to examinations or assignments
4. Social work without pay, within the University
5. Suspension of rights / privileges other than rights affecting learning
6. Imposing a fine for partial or total compensation for damages caused to the equipment or buildings or any other property of the University.
7. Expulsion from the University for a period of one or two semesters.
8. Deletion from the Students Registry.
9. A combination of the penalties referred to in this paragraph.

The full STUDENTS DISCIPLINARY RULES report is in Appendix I.

#### **Department actions to adopt recommendations for 2.2.5:**

The Department in its 14<sup>th</sup> Council Meeting on the 8<sup>th</sup> of December 2023 took the official decisions to:

- Set the acceptance similarity score for plagiarism reports to 30%, including the references list. In case a higher percentage is found, then further investigation is warranted and careful inspection of the results in order to decide whether plagiarism has been committed.
- Grant the responsibility to the Undergraduate/Postgraduate Studies Committee to examine the cases brought by individual instructors and if the need be to inform the Department Council for any decision as to whether to subpoena to the DAC.

The pertinent Departmental decision as regards the policy for plagiarism is as follows:

- The Council of the Department has decided that the acceptable similarity score for plagiarism reports (tolerance level/maximum threshold) provided by Turnitin to be 30%, including the references list. The threshold for quotations from single sources should not be more than 10%. The similarity score for citations excluding references should not be more than 20%. For a PhD thesis, this threshold may be up to 15%. In case a higher percentage is found, then further investigation is warranted. If indeed, the student commits plagiarism, then the instructor provides information about the case to the respective Undergraduate (postgraduate) Studies Committee and then the Committee decides whether to refer the case to the Department Council for further disciplinary action. Then, if the misconduct is confirmed, the Department Council submits a written complaint and refers the case to the Disciplinary Audit Committee.

**As regards part 2.2.6:** *“The established procedures for examining students’ objections/ disagreements on issues of student evaluation or academic ethics are effective”*, the Department applies the procedures below as regards student’s grievances with reference to academic matters (teaching and studies), disputes on

procedures and general complaints pertinent to scoring, termination of Undergraduate Studies, Doctoral dissertation support, disciplinary offence, housing in student halls and on any other issue which might be an obstacle to the normal flow of their studies.

According to the Rules for Studies and Academic Affairs (General Rules, please see Appendix II) as regards scoring issues for mid-term or final exams, assignments, etc. that a student may have:

## UNIVERSITY RULES

### MARKING SYSTEM

Marking is an exclusive right of the teaching staff. A mark modification by the teaching staff is only possible in cases of an error and only upon written approval of the Chairperson of the Department and the Dean of the School within 15 days from the marks' publication. A suggested mark modification by the teaching staff after the 15-days limit, is only possible upon approval of the Undergraduate Studies Committee of the Department.

The texts of the final examinations are not returned to students. Students may have access to them if they wish so, no later than 10 calendar days after examination, in the presence of the teaching staff. Any final examination papers and other related material are stored and archived in accordance with a policy defined by the University.

### **Departmental Actions to adopt the recommendations:**

The Council of the Department of Shipping in its meeting of 8<sup>th</sup> December 2023, decided formally to grant the responsibility to deal with such matters to the Undergraduate/Postgraduate Committee. If the Committee deems necessary to inform the Department Council.

This procedure will be duly included in the student's handbook.

As regards the comments of the EEC on paragraph 9. Procedures for dealing with Students' grievances of the Application, the Department would like to clarify the following as regards the current procedure:

Students are entitled to request clarification from the instructor on final marks within 15 days of publication. If the student's opinion still differs from that of the instructor and the student requests additional clarifications on the marking, then he/she has the right to submit the issue to the Undergraduate Studies Committee of the Department to examine the case. The Committee will liaise with the instructor and request justifications of the grade. If the Studies Committee identifies an issue of incorrect rating, then through the necessary mediation with the instructor, the grade is updated. If the Committee deems the justification to be valid, then the grade is communicated to the student.



If the student still disagrees then he/she can bring the grievance case to the Chair of the Department to be further examined. The Chair of the Department will review the case in detail and has the right to deal with the case directly with the instructor. The decision to be reached by the Chair of the Department is final. After a final solution of such an incident, the Chair of the Department should discuss and review with the relevant instructor how to limit the possibility of such instances in the future.

### 3. Administration

Quality indicators/criteria		
<b>3. Administration</b>		<b>1 - 5</b>
3.1	The administrative structure is in line with the legislation and the Department's mission.	5
3.2	The members of the teaching and administrative staff and the students participate, at a satisfactory degree and on the basis of specified procedures, in the management of the Department.	5
3.3	The administrative staff adequately supports the operation of the Department.	4
3.4	Adequate allocation of competences and responsibilities is ensured so that in academic matters, decisions are made by academics and the Department's council competently exercises legal control over such decisions.	4
3.5	The Department applies effective procedures to ensure transparency in the decision-making process.	4
3.6	Statutory sessions of the Department are held and minutes are kept.	5
3.7	The Department's council operates systematically and autonomously and exercise the full powers provided for by the law and / or the constitution of the Department without the intervention or involvement of a body or person outside the law provisions.	5
3.8	The manner in which the Department's council operates and the procedures for disseminating and implementing their decisions are clearly formulated and implemented precisely and effectively.	5
3.9	The Department applies procedures for the prevention and disciplinary control of academic misconduct of students, teaching and administrative staff, including plagiarism.	5
3.10	The Department has appropriate procedures for dealing with students' complaints.	4
3.11	Internationalization of the Department and external collaborations.	5

Justify the numerical scores provided for the quality indicators (criteria) by specifying (if any) the deficiencies.

The Department is in a formative period and the meetings held are informal. However the decisions are implemented to the extent that they require action by the academic faculty

### Findings

*A short description of the situation in the Department based on evidence from the Department's application and the site - visit.*

As stated above, the Department is in a formative period, therefore, its functions and supporting policies are under the responsibility of the University

### Strengths

*A list of strengths, e.g. examples of good practices, achievements, innovative solutions etc.*

Despite the fact that the administration allocated by the University for the support of the Department is limited in number, it seems that they are willing to carry out their mandate responsibly and in full

### Areas of improvement and recommendations

*A list of problem areas followed by or linked to the recommendations of how to improve the situation.*

**Reply:** Despite being in a formative period, the Department operates as if it is an autonomous Academic Department. For example, the Department has developed a formal organizational structure, which included formation and operationalization of relevant Committees. The Department Council and the Committees hold regular meetings which are minuted and signed by the Coordinator. Upon the formal achievement of autonomy (as this is defined in the pertinent rules of the University), which is expected to happen within three years, the Department Council will already have a fully operational structure in place.

At the moment, the Department of Shipping has the following Committees:

#### **The Undergraduate Committee**

Asst. Prof. Thalís Zís, Coordinator

Prof. Photis Panayides

Lect. Christoforos Andreou

#### **The Postgraduate Committee**

Prof. Photis Panayides, Coordinator

Asst. Prof. Thalís Zís



Lect. Christoforos Andreou

### **The Internal Quality Assurance Committee**

Lect. Christoforos Andreou, Coordinator

Prof. Photis Panayides

Asst. Prof. Thalís Zis

### **The Seminars Committee**

Lect. Christoforos Andreou, Coordinator

Prof. Photis Panayides

Asst. Prof. Thalís Zis

### **Research Ethics Committee**

Asst. Prof. Thalís Zis, Coordinator

Prof. Photis Panayides

Lect. Christoforos Andreou

### **Liaison with the industry Committee**

Prof. Photis Panayides, Coordinator

Lect. Christoforos Andreou

Asst. Prof. Thalís Zis

## **4. Learning and Teaching**

<u>Sub-areas</u>
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**4.1 Planning the programmes of study**  
**4.2 Organisation of teaching**

**Quality indicators/criteria**

**4. Learning and Teaching**

**4.1 Planning the programmes of study**

**1 - 5**

4.1.1	The Department provides an effective system for designing, approving, monitoring and periodically reviewing the programmes of study.	5
4.1.2	Students and other stakeholders, including employers, are actively involved on the programmes' review and development.	5
4.1.3	Intended learning outcomes, the content of the programmes of study, the assignments and the final exams correspond to the appropriate level as indicated by the European Qualifications Framework (EQF).	5
4.1.4	The programmes of study are in compliance with the existing legislation and meet the professional qualifications requirements in the professional courses, where applicable.	5
4.1.5	The Department ensures that its programmes of study integrate effectively theory and practice.	5

Justify the numerical scores provided for the quality indicators (criteria) by specifying (if any) the deficiencies.

**The Department shows eagerness in ensuring quality in the planned programmes with an open eye to the industry's needs**

**4. Learning and Teaching**

**4.2 Organisation of teaching**

**1 - 5**

4.2.1	The Department establishes student admission criteria for each programme, which are adhered to consistently.	5
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4.2.2	Recognition of prior studies and credit transfer is regulated by procedures and regulations that are in line with European standards and/or international practices.	5
4.2.3	The number of students in the teaching rooms is suitable for theoretical, practical and laboratory lessons.	5
4.2.4	The teaching staff of the Department has regular and effective communication with their students, promoting mutual respect within the learner-teacher relationship.	5
4.2.5	Student-centred learning and teaching plays an important role in stimulating students' motivation, self-reflection and engagement in the learning process.	5
4.2.6	The teaching staff of the Department provides timely and effective feedback to their students.	3
4.2.7	The criteria and the method of assessment as well as the criteria for marking are published in advance.	3
4.2.8	The assessment allows students to demonstrate the extent to which the intended learning outcomes have been achieved.	5

Justify the numerical scores provided for the quality indicators (criteria) by specifying (if any) the deficiencies.

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### Findings

*A short description of the situation in the Department based on evidence from the Department's application and the site - visit.*

Regarding feedback on the assignments and the final exams, see our comments above.

The marking descriptors have not been drawn to the attention of EEC, as per our comment above.

### Strengths

*A list of strengths, e.g. examples of good practices, achievements, innovative solutions etc.*

As above

### Areas of improvement and recommendations

*A list of problem areas followed by or linked to the recommendations of how to improve the situation.*

**Reply:** The Department thanks the EEC for all the comments and suggestions for improvement made in this section. The Council of the Department of Shipping reassures that it will take into serious consideration the recommendations of the EEC and it will address all the suggestions in the areas that need improvement/fine tuning as regards Learning and Teaching.

The Department took the decision to appropriately examine and put in good use the collected feedback from the Students' Feedback Questionnaires (SFQs). The Department decided (during its 14<sup>th</sup> Council meeting on the 8<sup>th</sup> of December) to require instructors to communicate at the commencement of each academic semester both the criteria and the method of assessment for each course, as well as the criteria for marking (rubrics). These formative assessment methods that will be hereby adopted will require from all instructors to develop rubrics and marking descriptors for the course assessments that will be communicated to the students in advance together with the course outline. Furthermore, in addition to the preparation of rubrics for each course, which will be shared to the students at the beginning of each semester, the Department Council (8/12/2023) decided to provide feedback to individual students within 15 days of the announcement of the grades for both mid-term and final exams. Additionally, written aggregate feedback (indicating the level of achievement, limitations and recommendations for the entire class) will be provided.

## 5. Teaching Staff

Quality indicators/criteria		
<b>5. Teaching Staff</b>		<b>1 - 5</b>
5.1	The number of teaching staff - full-time and exclusive work - and the subject area of the staff sufficiently support the programmes of study.	3
5.2	The teaching staff of the Department has the relevant formal and substantive qualifications for teaching the individual subjects as described in the relevant legislation.	5
5.3	The visiting Professors' subject areas adequately support the Department's programmes of study.	5
5.4	The special teaching staff and special scientists have the required qualifications, sufficient professional experience and expertise to teach a limited number of programmes of study.	5
5.5	The ratio of special teaching staff to the total number of teaching staff is satisfactory.	3

5.6	The ratio of the number of subjects of the programme of study taught by teaching staff working fulltime and exclusively to the number of subjects taught by part-time teaching staff ensures the quality of the programme of study.	4
5.7	The ratio of the number of students to the total number of teaching staff is sufficient to support and ensure the quality of the programme of study.	N/A
5.8	Feedback processes for teaching staff in regard to the evaluation of their teaching work, by the students, are satisfactory.	4

Justify the numerical scores provided for the quality indicators (criteria) by specifying (if any) the deficiencies.

It has already been raised that the number of resident faculty cannot support the delivery of all planned programmes and new recruitments are required.

Teaching staff working full time is three

Special teaching staff working full time is one

Visiting Professors are five

Special scientists on lease services are five according to the application

Also, write the following:

- Number of teaching staff working full-time and having exclusive work
- Number of special teaching staff working full-time and having exclusive work - Number of visiting Professors
- Number of special scientists on lease services

Reply:

- Number of teaching staff working full-time and having exclusive work: 3
- Number of special teaching staff working full-time and having exclusive work - Number of visiting Professors: 1
- Number of special scientists on lease services: 6

### Findings

*A short description of the situation in the Department based on evidence from the Department's application and the site - visit.*

As per above

### Strengths

*A list of strengths, e.g. examples of good practices, achievements, innovative solutions etc.*

The professional profile of some of the special staff promises high quality delivery

### Areas of improvement and recommendations

*A list of problem areas followed by or linked to the recommendations of how to improve the situation.*

As per above

**Reply:** The Department fully supports the view of the EEC. Indeed, the specified numbers reflect the current (as of today) situation of the Department. However, the positions below are under a recruitment process:

Scientific domain	Rank	Expected recruitment/stage of process
Supply Chain Network Design	Professor/Associate professor	July 2024. Applications received. Special Committee to meet in November 2023 to decide on shortlisted candidates.  Updated information: Special Committee met to decide on shortlisted candidates. Interviews of shortlisted candidates will take place on 22 <sup>nd</sup> of January 2024.
Shipping Environmental Management and Pollution Control	Lecturer/Assistant Professor	January 2024. Successful candidate for the post of Assistant Professor following recruitment process subject to approval by Senate  Updated information: position approved during the 216 <sup>th</sup> meeting of the Senate. Successful candidate to join the Department on 2 <sup>nd</sup> January 2024.
Logistics and Supply Chain Management	Lecturer/Assistant Professor	July 2024. Applications received. Special Committee to meet in November 2023 to decide on shortlisted candidates  Updated information: Special Committee met to decide on shortlisted candidates. Interviews of shortlisted candidates will take place on 19 <sup>th</sup> January 2024.
Maritime Law and Maritime Policy	Lecturer/Assistant Professor	September 2024. Successful candidate declined the offer for Lecturer position. In the process for re-advertising.

Furthermore, one position for Special Teaching Staff is envisaged to be filled soon. The pertinent Senate Committee responsible for Economics, Human Resource and Infrastructures (Συγκλητική Επιτροπή Οικονομικών, Προσωπικού και Υποδομών) in its last meeting decided to support Department's application for Special Teaching Staff (one position) and decided to give priority to the application to the Department of Shipping in the next national budget allocation for special teaching staff positions.

## 6. Research

Quality indicators/criteria		
<b>6. Research</b>		<b>1 - 5</b>
6.1	The Department has a research policy formulated in line with its mission.	5
6.2	The Department consistently applies internal regulations and procedures of research activity, which promote the set out research policy and ensure compliance with the regulations of research projects financing programmes.	5
6.3	The Department provides adequate facilities and equipment to cover the staff and students' research activities.	4
6.4	The Department has the appropriate mechanisms for the development of students' research skills.	5
6.5	The results of the teaching staff research activity are published to a satisfactory extent in international journals which work with critics, international conferences, conference proceedings, publications, etc. The Department also uses an open access policy for publications, which is consistent with the corresponding national and European policy.	5
6.6	The Department ensures that research results are integrated into teaching and, to the extent applicable, promotes and implements a policy of transferring know-how to society and the production sector.	5
6.7	The Department provides mechanisms which ensure compliance with international rules of research ethics, both in relation to research activity and the rights of researchers.	5
6.8	The external, non-governmental, funding of research activities of teaching staff is similar to other Departments in Cyprus and abroad.	5
6.9	The policy, indirect or direct of internal funding of the research activities of the teaching staff is satisfactory, based on European and international practices.	5

Justify the numerical scores provided for the quality indicators (criteria) by specifying (if any) the deficiencies.

All evidence provided during the presentation amply support the above scoring

### Findings

*A short description of the situation in the Department based on evidence from the Department's application and the site - visit.*

As per above

### Strengths

*A list of strengths, e.g. examples of good practices, achievements, innovative solutions etc.*

Merit funding for research in conjunction with departmental funding provide a solid foundation for the research aspirations of the faculty.

The Coordinator of the Department stressed the paramount significance of research publications for the recruitment and promotion of faculty, which is commendable. This proposition is supported also by the submitted CVs of the existing faculty.

### Areas of improvement and recommendations

*A list of problem areas followed by or linked to the recommendations of how to improve the situation.*

As per above

## 7. Resources

Quality indicators/criteria		
<b>7. Resources</b>		<b>1 - 5</b>
7.1	The Department has sufficient financial resources to support its functions, managed by the Institutional and Departmental bodies.	5
7.2	The Department follows sound and efficient management of the available financial resources in order to develop academically and research wise.	5
7.3	The Department's profits and donations are used for its development and for the benefit of the university community.	5
7.4	The Department's budget is appropriate for its mission and adequate for the implementation of strategic planning.	5
7.5	The Department carries out an assessment of the risks and sustainability of the programmes of study and adequately provides feedback on their operation.	5
7.6	The Department's external audit and the transparent management of its finances are ensured.	N/A
7.7	The fitness-for-purpose of support facilities and services is periodically reviewed.	4
<p>Justify the numerical scores provided for the quality indicators (criteria) by specifying (if any) the deficiencies. The above scoring is supported by the discussion and the presentations during the sitevisit</p>		

### Findings

*A short description of the situation in the Department based on evidence from the Department's application and the site - visit.*

As per above





### Strengths

*A list of strengths, e.g. examples of good practices, achievements, innovative solutions etc.*

The Department preserves a close connection with the industry and this link provides the ground for donations and extra funding (e.g. the new library room facilities dedicated to the use by the Department of Shipping)

### Areas of improvement and recommendations

*A list of problem areas followed by or linked to the recommendations of how to improve the situation.*

As per above

## B. Conclusions and final remarks

### Conclusions and final remarks

*Please provide constructive conclusions and final remarks, which may form the basis upon which improvements of the quality of the Department under review may be achieved.*

Based on the findings and the recommendations as reflected in the performance per section, we do not see the need to provide general remarks, subject to the conclusions below.

When one considers the structure of the programmes against the number of instructors involved in the delivery, it is easy to notice that there is an imbalance due to lack of sufficient number of faculty.

Matters relating to appeals for grades on academic grounds, including re-evaluation of exam papers should properly be addressed in a comprehensive policy.

Consequences from plagiarism (i.e. mark deduction etc.) should form part of a policy, which needs to be adopted by the Department.

The EEC would like to take this opportunity and thank again the CYQAA for the invitation and the coordinator of CYQAA, Mr. Georgios Aletraris, for managing the evaluation of the programmes of the Department both efficiently and effectively. Also, we, as EEC, would like to extend our thanks to all the colleagues at the University for the dedication, professionalism, and co-operation during the evaluation process.

The EEC report highlights the committee's key findings, the strengths of the programmes of the Department (existing and new), and recommendations for ensuring a high quality delivery by the University.

Overall, the EEC found the Department's offered and under construction programmes along the expected national standards. The nature of each programme is compatible with physical delivery and the methodology provided is appropriate for the particular programme of study, including some strong elements that reinforce the Department's teaching and learning model.

The EEC believes that once delivery is performed, revisions based on the feedback provided would strengthen and improve all programmes, especially fine tuning, which is invariably expected when new programmes are delivered.

University level administrative support is conducive to high standards of quality and performance and it is important that this is maintained in the long term. In case of failures, the matter should be addressed at the Department level accordingly.

We advise the faculty of the Department of Shipping to take into consideration our recommendations and address all the suggestions.

Once more we remain at the disposal of CYQAA for any clarification required.

### Reply:

The Council of the Department of Shipping deeply thanks the EEC for the fruitful and constructive discussions and the exchange of views during the on-site visit to the Premises on the day of the evaluation and for their valuable comments and suggestions included in the external evaluation report. The Faculty of the Department took into serious consideration all the recommendations and deployed specific measures and policies in order to duly address all the suggestions of the Committee.

**C. Higher Education Institution academic representatives**

<i>Name</i>	<i>Position</i>	<i>Signature</i>
<b>Dr Photis Panayides</b>	Professor	
<b>Dr Thalys Zis</b>	Assistant Professor	
<b>Dr Christoforos Andreou</b>	Lecturer	
FullName	Position	
FullName	Position	
FullName	Position	

Date: 11 December 2023

## APPENDICES

### Appendix I

#### STUDENTS DISCIPLINARY RULES ANNEX 3 of the Study Policies and Procedures

[CYPRUS UNIVERSITY OF TECHNOLOGY \(cut.ac.cy\)](http://cut.ac.cy)

#### 1. GENERAL INFORMATION

1.1 The disciplinary control of students is exercised in accordance with the provisions of articles 35 to 49 of the of 52/2015 Regulation on Cyprus University of Technology (Students and Academic Affairs).

1.2 The disciplinary control is exercised at the primary level by the Council of the relevant Department (CD) or by the Disciplinary Audit Committee (DAC) appointed by the Senate and ratified by the Council.

#### 2. DISCIPLINARY MISCONDUCTS

2.1 Disciplinary misconducts of students can be distinguished in major or minor.

2.2 The CD examines and takes final decisions on minor disciplinary misconducts.

2.3 The DAC examines and takes final decisions on major disciplinary misconducts.

2.4 Both the CD and the DAC may impose disciplinary penalties.

2.5 The decisions of the Council of the Department and of the DAC are subject to revision by the Senate, as an appeal Body

#### 3. DISCIPLINARY ACTIONS

3.1 Disciplinary actions against a student take place upon submission of a signed written complaint against a student, to the CD or to the President of the DAC, by the following persons or bodies who have received written complaints from the directly affected member of the University Community, or if such persons or bodies have themselves noticed a disciplinary misconduct by a student:

3.1.1 The Administration and Finance Director

3.1.2 The Head of the Service for Academic Affairs and Student Welfare

3.1.3 The President of the Department or the Council of the Department

3.1.4 The Dean of a relevant School or Advisor of the relevant School

3.1.5 The Rector or the Vice Rectors

3.2 The person or body to which or from which the written complaint is filed shall judge the seriousness of the misconduct and refer it appropriately for consideration.

## **4. DISCIPLINARY COMMITTEE**

### **4.1 COMPETENCES**

4.1.1 The DAC has jurisdiction at first instance disciplinary misconducts and/or offences which are deemed serious.

4.1.2 The DAC decisions are sent to the Senate and the Academic Affairs and Student Welfare Service for information purposes.

### **4.2 COMPOSITION**

The DAC is comprised of:

4.2.1 Six members of academic staff, one of whom is appointed, from the Senate, as President of the Committee, without a winning vote. The President of the Committee must hold the rank of Professor or Associate Professor.

4.2.2 Three representatives of the students, two of whom are undergraduates and one postgraduate student, who are appointed by the Student Union of the University.

4.2.3 The Head of the Service for Academic Affairs and Student Welfare, without the right to vote, who is the Secretary of the Committee.

### **4.3 TERM OF OFFICE**

The term of office of the President, members and students participating in the DAC is two years.

### **4.4 OPERATION**

4.4.1 The DAC only meets to hear cases referred to it, and is convened by its President.

4.4.2 The presence of five members of the DAC is a quorum when at least one students' representative is present. Otherwise, a new session is convened where the presence of at least one students' representative is not necessary for the establishment of a quorum.

4.4.3 Decisions of the DAC are taken by secret ballot by an absolute majority of all its present members.

## **5. DISCIPLINARY MISCONDUCTS**

5.1 A disciplinary misconduct is the violation of the University's laws, regulations, rules and circulars and generally academic ethics.

5.2 Disciplinary misconducts of students are distinguished in serious and minor.

5.3 Serious misconducts are examined by the DAC, while minor misconducts are dealt with by the CD.

5.4 **Serious** misconducts are considered to be the following:

5.4.1 Those relating to examinations, written assignments or plagiarism (see ANNEX I)

5.4.2 Those causing disturbances or an inappropriate behavior that causes damage to buildings or property owned or managed by the University.

5.4.3 Inappropriate behaviour at the University premises.

5.4.4 Violations of safety rules and road traffic within the University.

5.4.5 Violations of security regulations for the electronic equipment of the University or the disruption of its normal operation.

5.4.6 Photocopying more than 10% of a book and / or possession of such material within the University premises.

5.4.7 Negligence in the management of Funds or property of any kind in the University.

5.5 **Minor** misconduct can be considered those not falling into serious misconduct.

It is understood that the CD may, upon reasoned decision, decide that a misconduct is serious or not, even if it does not fall within the serious misconducts referred to in paragraph 5.4, and refer a misconduct to hearing by the DAC.

5.6 In the event of a disagreement between the CD and the DAC as to which category belongs a particular misconduct or offense, the CD shall refer the matter to the Senate, which shall take the final decision.

## 6. DISCIPLINARY PENALTIES

6.1 For **serious** disciplinary misconducts, the DAC shall decide to impose, depending on the nature and severity of the disciplinary misconduct, any of the following disciplinary penalties:

6.1.1 Oral reprimand

6.1.2 Written reprimand

6.1.3 Marking sentences for misconducts related to examinations or assignments

6.1.4 Social work without pay, within the University

6.1.5 Suspension of rights / privileges other than rights affecting learning

6.1.6 Imposing a fine for partial or total compensation for damages caused to the equipment or buildings or any other property of the University.

6.1.7 Expulsion from the University for a period of one or two semesters.

6.1.8 Deletion from the Students Registry.

6.1.9 A combination of the penalties referred to in this paragraph.

6.2 For **minor** misconducts, the Councils of the Departments may impose the following disciplinary penalties:

6.2.1 Oral reprimand

6.2.2 Written reprimand

6.2.3 Combination of the penalties referred to in this paragraph.

## 7. HEARING PROCEDURE OF DISCIPLINARY MISCONDUCTS

### 7.1 GENERAL PRINCIPLES

7.1.1 The one being discipline-controlled is informed in writing about the misconduct he/she is accused for and has the right to defend him/herself before the CD or DAC. He/she may be accompanied by a legal advisor and / or by any other person who wishes.

7.1.2 The notice letter is communicated to the student's academic advisor who can advise him / her on the necessary actions. The academic advisor is present at the Disciplinary Committee if requested by the student.

7.1.3 Upon collection of all data, the DAC shall call the accused in writing to account within a reasonable time but not earlier than fifteen (15) working days or later than sixty (60) working days.

7.1.4 If the accused person does not attend, then a repeat session is set where the impeachment will be examined even if the student, who has been documented informed about the repeat session, does not attend.

7.1.5 The process starts with the reading of the impeachment and with the admission or rejection of the impeachment by the student.

7.1.6 If the student admits, the CD or the DAC proceeds to a penalty. The CD or the DAC notifies its decision in writing to the student within seven (7) working days. Decisions are also notified to the

President of the relevant Department, the Dean of the relevant School and the academic advisor of the student. This penalty shall be notified in writing to the Head of the Academic Affairs and Student Welfare Service for the student's file record purposes.

7.1.7 The student is entitled to submit a reasoned appeal to the Senate within 10 working days from the notification of the sentence to the student.

7.1.8 Prior to imposition of a sentence, the student and any other party entered on the list by the President of the CD or by the chairman of the DAC must be heard for reasons of mitigating the sentence. The President of the CD or the chairman of the DAC may request that any other party be heard.

7.1.9 The discipline-controlled student has the right to call witnesses for his defense whose names must have been communicated to President of the CD or to the Chairman of DAC before the hearing begins.

7.1.10 If the student fails to admit, then CD or DAC proceeds to a hearing.

7.1.11 If after the hearing a conviction or a sentence is imposed, the procedure referred to in paragraphs 7.1.6, 7.1.7 and 7.1.8 is applicable.

7.1.12 The DAC or the President of the CD shall notify their minutes to the Senate.

## **7.2 PROCEDURE FOR SERIOUS MISCONDUCTS**

7.2.1 The discipline-controlled student reserves the right to request the replacement of a member or members of the DAC by written letter to the Senate stating the reasons. The Senate takes a final decision on the accused student's request.

## **8. APPEAL**

8.1 The Senate is the competent body for decisions of the CD or the DAC .

It is understood that a member of the Senate who participated in a university body who decided to refer a student to the CD or to the DAC, as well as a member who participated in the procedure before the CD or DAC, shall not participate in the vote before the Senate.

8.2 The Senate shall take a final decision on the appeals and immediately notifies its decisions to all interested parties.

8.3 The student is entitled to submit a reasoned appeal to the Senate within ten (10) working days of the notification of the sentence.

8.4 Appeals against decisions of the CD are examined concurrently by the Senate.

8.5 Appeals against decisions of the DAC are heard by the Senate, by the following procedure:



8.5.1 Upon receipt of the appeal, the Rector shall determine the date of the hearing of the case by the Senate. This date shall be notified in writing to the student who has registered it at least five (5) working days before the specified date of the hearing.

8.5.2 The student shall be notified of the minutes of the DAC session, as well as any additional comments or observations that the DAC wishes to submit to the Senate.

8.5.3 The Senate, at its discretion, may allow the discipline-controlled student or the DAC to present new additional testimonies. The names of the new witnesses have to be notified to the Senate before the beginning of the hearing.

8.5.4 For the hearing of the appeal before the Senate, the provisions relating to proceedings before the DAC shall be applied mutatis mutandis

*Annex 3 of the Regulations on Academic and Student Affairs have been adopted at the 96<sup>th</sup> Session of the Senate on June 6, 2018 and at the 84<sup>th</sup> session of Council meeting on June 28, 2018.*

## ANNEX I

Rule 5.4.1 of the Student Disciplinary Rules is interpreted in conjunction with the concepts attributed as follows:

“5.4.1 those being relevant to the examinations, assignments or plagiarism (see ANNEX I)”

### Definitions:

#### Plagiarism and Collusion in Assignments

**Plagiarism:** the appropriation and / or integration into a project of ideas either verbatim or through paraphrasing, of extracts and / or individual phrases of another person's work without reference to the relevant source or by misleading or inadequate reference to the primary source.

**Commit Field:** Plagiarism is committed when the intellectual work of another person is published or delivered in a form of an assignment in a written and / or electronic form aiming to fulfill the student's obligations under the evaluation process. It also covers cases of circulation of university notes without the author's and the teaching staff permission.

**Collusion:** the submission and presentation of an assignment as a product solely of individual work having been entirely completed by a student, while being developed in collaboration with other students. Collusion also arises when a student aiming to fulfill obligations for a certain evaluation process, resubmits a complete

or partly assignment which has been prepared for the needs of another assessment process by the student him/herself.

### **Plagiarism and Collusion in Exams**

It is defined as the non-self-fulfilling, self-sufficient and independent performance of an assessment process determined by the teaching staff through the examination method.

It includes the use of any form of copying during the examinations, the unauthorized cooperation with third parties and the use of devices and / or notes not approved in advance by the teaching staff. It also includes misused identity through which another person undertakes to fulfill the obligations arising from the examination process by representing a particular student.

In case extracts from published or unpublished works of another person are used, full reference should be made to the relevant sources. Using a series of short extracts from different sources without any reference is as serious plagiarism as well as copying a large passage from a single source, without reference. When the student summarizes a person's ideas or judgment, reference must be made to the person's name in the text, while the title of the relevant book, article or other work must be mentioned in the bibliography.

## Appendix II

### THE RULES ON STUDIES AND ACADEMIC AFFAIRS

#### I. GENERAL RULES ON ATTENDANCE

##### 1. APPLICATION – GENERAL INFORMATION

- 1.1 The University Programmes are based on the European Credit Transfer and Accumulation System (hereinafter referred to as "ECTS") as defined in the ECTS Users' Guide. One credit unit corresponds to a student's 25-30 hours of work.
- 1.2 The academic year is divided into fall and spring academic semester. Classes may also be offered, by decision of the Senate, during the summer season, which begins in June and lasts seven weeks. During the summer period, a student can be credited with a maximum of 17 credit units.
- 1.3 During the summer period, a student can enroll in classes, including internships, PhD projects, comprehensive examinations, research and writing stages, including preparation of a dissertation, always in accordance with the tutor / supervisor's consent.
- 1.4 An academic year consists of 60 credit units. The allocation of 60 credit units between the fall and spring semester is expected to be equal, i.e. 30 credit units are expected to be awarded for each academic semester. A slight imbalance can be allowed, according to which an academic semester may have a lesser or greater workload compared to the other academic semester. Such imbalance should not exceed 4 credit units.
- 1.5 A module is defined as an educational activity, which may have the form of an exercise, a tutorial, a workshop, a lecture, a seminar or a combination of all, or it may have the form specified in the individual programmes of the Departments. The minimum audience size for a module is five students. Modules can be held for fewer students, but such modules will not be calculated in the teaching load of the Department or the Teaching and Research Personnel (TRP) or Special Education Personnel (SEP) who is responsible for teaching.
- 1.6 A qualification is awarded after successful completion of the curriculum, as determined by the Department or Departments or Schools.
- 1.7 During the first week of teaching, the teaching staff gives the students a written module outline describing the objectives, the material, the bibliography and the evaluation methods. The said outline is submitted to the Secretariat of the Department and then to the Academic Affairs and Student Welfare Service. Relevant information including the evaluation is placed on electronic systems which are intended for use by the students. The evaluation method cannot be changed after the first week of teaching without the consent of the students.
- 1.8 The University applies the principle of continuous evaluation for each module. In particular, the performance of the student in each module is evaluated, at the discretion of the teaching staff and with the approval of the Department, in two different methods at least. First method should be the final written examination. The participating percentage of final examination cannot exceed 60% of the final score. The allocation of the percentages for each examination, as determined by the module outline, is independent of the mark obtained in each examination. At this point, it should be stressed that a final written

examination is not taken merely for the dissertation / thesis purposes, seminar classes, internships, project or group / individual work purposes.

- 1.9 The indication of the individual marks in the test questions is mandatory and cannot be modified retrospectively.
- 1.10 Examinations during the last week of teaching are not allowed. Additionally, unannounced examinations are not allowed. Oral examinations can only be used as supplementary to other evaluation methods (excluding the comprehensive examination that takes place in the course of the Ph.D. dissertation). Final written examinations are conducted during the period specified in the Academic Year Calendar, approved by the Senate, following the recommendation of the Academic Affairs and Student Welfare Service. In postgraduate modules, the final written examination may be replaced by the submission of an assignment, provided this is indicated in the module outline.
- 1.11 The texts of the final examinations are not returned to students. Students may have access to them if they wish so, no later than 10 calendar days after examination, in the presence of the teaching staff. Any final examination papers and other related material are stored and archived in accordance with a policy defined by the University.
- 1.12 Enrollments to modules are carried out during the first week of each semester.
- 1.13 The attendance at all programmes is compulsory and continuous.
- 1.14 The students organize their semester programme according to the curriculum of the Department in consultation with their Academic Counselor, choosing from the offered modules and depending on the available positions. The students may add and/or remove a module during the second (2<sup>nd</sup>) week after beginning of the course, while during the third (3<sup>rd</sup>) week, they can only remove a module. Any departure from module after the third (3<sup>rd</sup>) week and up to the fifth (5<sup>th</sup>) week is recorded in the student's transcript as a withdrawal. Any withdrawal from module after the fifth (5<sup>th</sup>) week is automatically marked with zero (0).
- 1.15 Any student attending voluntarily public lectures, seminars and conferences organized by the Departments of the University and/or providing important social work and/or achieving significant distinctions is awarded credit units as follows:
  - 1 credit unit for attending 10 lectures (1 conference day corresponds to 3 lectures)
  - 1 credit unit for blood donation for at least three (3) blood donation events organized by the University
  - 1 credit unit for active participation in a sports team of the University, in championships / competitions for at least two different academic years.
  - 1 credit unit for significant distinction relevant to their studies topic, such as competition awards, presentations at conferences, participations in exhibitions, etc.
- 1.15.1 Such credit units are not evaluated by a mark and are registered with a separate code. The maximum number of credit units a student can be awarded during their studies' duration is 2 credit units. It is up to the Departments to determine the allocation of credit units in their curricula. These credit units are not part of the programme's minimum teaching load.

1.15.2 The Academic Affairs and Student Welfare Service ensures that necessary supporting documents are provided by the students and issues special forms in which the credit units are registered and then transferred to the students' transcript.

- 1.16 Occasional students being excepted, a student is **not** entitled to:
- (a) be a regular student at more than one public university in Cyprus at the same time.
  - (a) Attend simultaneously more than one University curriculum (it is understood that parallel attendance of secondary programmes is excluded )
  - (b) Be a full-time student at more than one institution, including foreign institutions.
  - (c) The same person may be a normal and occasional student at the University or at the University and another institution.

## 2 . MARKING SYSTEM

- 2.1 Marking is an exclusive right of the teaching staff. A mark modification by the teaching staff is only possible in cases of an error and only upon written approval of the Chairperson of the Department and the Dean of the School within 15 days from the marks' publication. A suggested mark modification by the teaching staff after the 15-days limit, is only possible upon approval of the Undergraduate Studies Committee of the Department.
- 2.2 The marking system of the modules is numerical. The mark scale ranges from 0 to 10 and can be expressed in integer numbers and fractions of half a unit only. The minimum successful mark is 5. The final mark of an undergraduate student, and hence the marking of an Excellent Degree with Distinction (9,5-10), Excellent (8,5-9,49), Very Good (6, 5 - 8,49), Good (5,5-6,49) and Satisfactory (5-5,49) is calculated as the weighted average of all the modules the student has successfully completed. The weighting is based on the credit units of each module.
- 2.3 At a postgraduate course, the modules may be marked as Successful or Failed. These modules are not calculated in the average mark of the student. They may not exceed the 25% of the total credit units of the course, with the credit units of the dissertation being excluded.
- 2.4 For calculating the final average mark, only modules marked with 5 and above are taken into consideration (because they can only be awarded with credit units). The calculation takes into account all the student's successful modules, even if they successfully completed more modules than required from the curriculum.
- 2.5 A student wishing to improve a module mark, being at least 5, may repeat the module after approval by the Teaching staff. Repeating a module is allowed only once. Both marks obtained are shown in the transcript, but the most recent mark is calculated for the final mark. In the event of failure on the second attempt, the mark 5 is registered and calculated for the final mark.
- 2.6 In the case of a module repetition (necessarily or for improvement purposes), if the number of credits allocated to a module has changed, the module with the more credit units will be applicable.

2.7 An incomplete mark is the indication that a particular student was not able to obtain a final mark and therefore complete the requirements of the particular module. An incomplete mark is given only in exceptional cases, upon student's request, and always with the approval of the Teaching staff. It is understood that the student's request must be sufficiently justified.

The incomplete module marking process is as follows:

2.7 .1 The Teaching staff, with the approval of the President of the Department, shall inform in writing the Academic Affairs and Student Welfare Service.

2.7 .2 A completion date of the module requirements is defined and cannot be later than the end of the next semester.

2.7 .3 If the student does not meet the requirements of the module by the end of the next semester, then the mark is automatically converted to zero.

2.7 .4 An incomplete mark cannot be awarded to a student who attends the last academic semester of the maximum attendance period.

2.8 The dissertation or thesis marking whose completion lasts two or more semesters is made as follows:

2. 8 .1 At the end of each semester and within the deadline set by the Academic Affairs and Student Welfare Service, the supervising tutor registers the student's mark in the electronic system (Success or Failure or In progress ).

2.8 .2 The elaboration and evaluation of the dissertation or thesis is done according to rules approved by the Council of the Department. The final mark for the thesis is awarded within the deadline set for all modules and is registered in the last academic semester of its completion. The Master's thesis and the doctoral dissertation are assessed quantitatively (by mark).

2.9 The transcript of all modules, as well as possible failures, withdrawals or exemptions from modules are recorded in the final transcript. Weighing of the mark of each module in credit units number is included in the Department's curriculum as well as the transcript. Additionally, a Diploma Supplement in the English language is awarded to each graduate.

2.10 In case of failure in a compulsory module, the student is obliged to repeat it. In the case of failure in an elective module, the student may repeat the same module or replace it with another elective module. Failure in any module is recorded in the student's semester and final transcripts, but not in the Diploma Supplement. Upon a student's written request and a decision of the Council of the Department, the student may attend a module for which the module in which he / she failed is a prerequisite.



- 2.11 Students are entitled to ask their Teaching staff for clarifications on final marks. If the Teaching staff does not agree to discuss with the student, the student has the right to request the mediation of the President, in order to be given the relevant explanations.
- 2.12 The final mark is registered by the Teaching staff s in the electronic system by the date specified by the Academic Affairs and Student Welfare Service.
- 2.13 The Senate validates graduate marks and awards the degrees. The declaration of graduates takes place three times a year: at the Senate session held after the end of each semester, and at the September session for students who completed their curriculum during summer period.

### **3. SUSPENSION OF STUDY BEFORE BEGINNING OF THE SEMESTER**

- 3.1 Any student may apply for a suspension of study for one or two academic semesters. The total period of suspension of study may not exceed two semesters of study.
- 3.2 An application for suspension of study, documented and accompanied by all the supporting documents, shall be submitted to the Council of the Department before the beginning of the requested period.
- 3.3 The Council of the Department examines the application and decides by simple majority whether to approve it or not.
- 3.4 The President of the Department informs in writing the student about the decision of the Council of the Department. The decision is notified to the Rectorate Council and the Head of the Academic Affairs and Student Welfare Service.
- 3.5 The suspension of study process should be completed by the end of the first week of the classes so that students do not reserve positions in the modules and the Academic Affairs and Student Welfare Service should be informed on time, so that modules are subtracted before the week of modules' additions / subtractions.
- 3.6 An academic semester during which the student has suspended his/her studies is not calculated as the student's time of attendance.

### **4. TEMPORARY INTERRUPTION OF STUDY DURING THE SEMESTER**

- 4.1 A student may apply for a Temporary Interruption of Study during the semester, in case serious reasons are applicable. The student submits an application to the Department with a notification to the Academic Affairs and Student Welfare Service, which forwards same to the Medical Board of the University, if medical reasons are applicable. The Senate empowers a three-member Committee with the Head of the Academic Affairs and Student Welfare Service to examine the application and submit a recommendation to the Senate for decision taking.
- 4.2 An interruption of study may last up to 2 academic semesters and it is then reviewed. An academic semester during which the student has interrupted his/her studies is not calculated as the student's time of attendance.

#### 4.3 MATERNITY - PATERNITY

A student may apply for a Maternity or Paternity leave for up to one year for mothers and an academic semester for fathers of each child, and will not be calculated in the six years of undergraduate studies. The application is made directly to the Department, which forwards the student's application along with the medical report stating the possible date of delivery, to the Academic Affairs and Student Welfare Service, until the sixth month of pregnancy.

### 5 REMOVAL OF STUDENT FROM THE STUDENTS 'REGISTRY

- 5.1 A student is removed from the Student Registry when he/she cannot complete the requirements of the curriculum within the maximum period of study provided for by the Rules. An undergraduate student is removed from the Students Registry when he / she cannot complete the requirements of the curriculum without exceeding the regular teaching workload of one academic semester, being 30 credit units for one or more of the remaining semesters.
- 5.2 A student is removed from the Student Registry when he/she is not present at the University for one academic semester and all communication attempts (written and oral messages) through his/her Department or the Academic Affairs and Student Welfare Service are failed.
- 5.3 The Council of the Department shall be informed by the Academic Affairs and Student Welfare Service for all cases of removal.
- 5.4 An undergraduate student who has been removed from and returned to a university course through the Pancyprian Examinations, may apply to the Board of the relevant Department for the credit of modules he/she had succeeded in. It is understood that the Council of the Department decides, at its discretion, which modules to credit.

### 6. EXCHANGES OF STUDENTS

A basic prerequisite for the exchange of University students with foreign University students is the existence of collaboration Protocols between the University and the foreign Universities, being approved by the Senate.

- 6.1 Each Department appoints one Exchanging Coordinator each year from its members. The Exchanging Coordinator is responsible for all categories of student exchanges.

By the sixth week at the latest from the beginning of each semester prior to the semester of the intended exchange, the Exchanging Coordinator notifies students the foreign exchange curricula in which exchanges can be made, as well as the maximum number of students that can be exchanged.

- 6.2 Students interested in participating in exchanges declare their wish to the Coordinator, through a procedure established by the Department by the end of the 8<sup>th</sup> semester week, at the latest, of the semester preceding the semester of the intended exchange.



By the end of the 10<sup>th</sup> week of each semester, the Coordinator submits to the Council of the Department a proposal with a list of students for exchanges. For each candidate, the following are stated:

- (a) The lessons he / she intends to attend (each lesson is accompanied by a short description).
- (b) Modules to be credited (compulsory, restricted or free choice).
- (c) In case of one of the modules being a dissertation, it is up to the discretion of the Department to settle the procedural issues (for one-year diploma thesis curricula, these can be partly elaborated).

6.3 A postgraduate student may attend classes and / or prepare part of his / her dissertation at another university provided that his or her Department has approved same and provided that the classes do not exceed one-third of its total programme.

6.4 Doctoral students may carry out part of their research work at another Institution after approval from their Research Counselor and the Council of the Department. The thesis may be evaluated jointly by Teaching staff from other Universities and / or equivalent Institutions of the University.

6.5 The selection criteria for candidates are the following:

- Academic performance (Departments may set minimum marking limits )
- Foreign language (where applicable)
- Other criteria specified by the Department

6.6 The decision of the Council of the Department shall be communicated to the candidate students, the Head of Academic Affairs and Student Welfare Service and the Dean of the School, no later than 2 weeks before the end of the academic semester preceding the exchange.

6.7 The classes to be attended by exchange candidates at an Institution abroad shall be credited as Successful or Failed and not with a mark.

## 7. DISCIPLINARY CONTROL

The Disciplinary Control Rules are applicable for all students .

## Appendix III

### Detection of Plagiarism Tools – Deployment of “Turnitin” software

Plagiarism detection and control is ensured by the specialized “Turnitin” software deployment, used by ten thousand (10,000) Academic Institutions in more than 126 countries worldwide at present. “Turnitin” is regarded as a leading software in the area of plagiarism detection and is an extremely useful tool for teaching staff, undergraduate and postgraduate University students, enabling them to verify the authenticity and originality of their work. Turnitin supports Greek, amongst a host of languages.

Regarding the use of Turnitin, members of the Teaching staff/Instructors are able to “create” a virtual “class”, where students can upload/add their work. Students use, access codes, issued by the Instructors, to upload their work within the software. After Turnitin is “run”, it generates originality reports, highlighting similar text references between the uploaded document (student thesis for example) cross-checked against similar publications, ‘inputs/sources’, stored in the Turnitin database.

#### The generated originality report:

- provides a percentage of similar/non-original references found in the uploaded thesis against similar published references/inputs to Turnitin’s database
- List all the “sources” from the database where similar text references have been identified.

#### **Note:**

Following review of the Turnitin report, the final decision, as regards to the non-originality of the submitted thesis and whether or not intentional plagiarism has taken place, is at the student Supervisor’s discretion.

Members of the university’s teaching staff using Moodle to deliver their lecture material can easily “activate” the plagiarism check application. Following the submission of work by students in Moodle, the plagiarism check process is activated, indicating the check progress. The completion of the check process results in the generation of the originality report, displaying the percentage of identification of non-original text references cross-checked against all available Turnitin database inputs.

The work-originality control services in conjunction with feedback, based on Turnitin check reports, aim to promote critical thinking, ensure academic integrity and help students develop/improve their writing skills.

“Instructor Level access” to the software is available to all academic staff members, Research Members and Partners as well as all PhD students.

Emphasis is placed on the importance of using Turnitin and the University Library services. These resources enable students to check their theses or assignments for non-original text references through the Library services, prior to the final submission of their undergraduate or postgraduate work. Moreover, Library services offer student training on the use of the “Mendeley Reference Manager” software (institutional version), so they can easily annotate documents and manage citations.