



**GUIDE FOR THE COMPLETION
OF A DOCTORAL THESIS IN CO-SUPERVISION**

1. Holders of recognized postgraduate degrees may apply to obtain a Ph.D. in Co-Supervision, in the announced selected scientific fields. University Neapolis Pafos (NUP) is responsible for the administration and the organization of the Ph.D. in Co-Supervision Program. The procedure for the completion of a Ph.D. in Co-Supervision is implemented under the conditions laid down by the legislation of the Republic of Cyprus.
2. Applicants must fill in the online application form. They must also a research proposal on the proposed topic of the thesis. The proposal should not exceed 2,500 words (ten pages), it should contain the title of the thesis, as well as the main references directly related to the research topic of the proposed thesis. The content of the research proposal should:
 - 2.1 Demonstrate its originality, taking into account existing knowledge and the science discourse,
 - 2.2 State its importance and innovation within the broader scientific field,
 - 2.3 State the basic research directions the applicant will utilize and on which the development of the thesis will be structured, along with the methodology the applicant intends to use,
 - 2.4 Identify possible problems or difficulties which the applicant expects to face during the preparation of the thesis and how such problems will be resolved.
3. The candidates may submit information on scientific projects or any related scientific activity they have already been involved into, thus demonstrating their capacity for high quality scientific research.
4. The evaluation of the applications will be carried out by an Evaluation Committee composed of the two (2) members of the Coordinating Committee (CC) of the Doctoral Program in Co-Supervision as well as by one (1) member of the academic staff of Neapolis University Pafos specializing in the subject indicated by the applicant. The third member of the Evaluation Committee is appointed by decision of the Dean of the related NUP School. The Evaluation Committee will take into account: the quality of the research proposal, its scientific maturity, undergraduate and postgraduate degrees, other awarded degrees, scientific publications and presentations at conferences, awards and recognition as well as the content of the Reference Letters.



5. The responsible body of the Program is the Coordination Committee, which is made up by the Institutional Representatives of the two cooperating Universities. The CC checks the fulfilment of the formal requirements of the application, the research proposal, and the other accompanying documents. The CC also approves the subject of the doctoral dissertation, the Three-Member Advisory Committee, the Five-Member Examination Committee, and finally declares the applicant as a doctoral candidate. The CC has the right to reject the candidate's proposal or to request from the applicant to re-submit the research proposal. In the latter case, the applicant's proposal must be re-examined. The CC has the right to ask the candidate to successfully attend several courses as a prerequisite for the admission to the program. The CC may also replace the members of the Three-Member Advisory Committee. The CC can approve the preparation of the doctoral dissertation in a foreign language.

6. The Three-Member Advisory Committee is composed of two (2) faculty members of the cooperating Universities at the grade of Professor, Associate Professor, or Assistant Professor as co-supervisors, and another (1) member, who can be a faculty member of the cooperating universities or another University or Emeritus Professor or a researcher of a recognized research center, holder of a PhD. The members of the committee should have the same or related academic field, in which the PhD student is preparing his/her dissertation. The Co-Supervisors are in regular contact with the doctoral candidate, comment on, approve or reject the annual progress report, the research papers submitted to them, and assist candidates for their participation in scientific conferences and articles in scientific journals.

7. The length of time for obtaining a PhD in Co-Supervision cannot be less than three (3) full calendar years from the date of their admission. The maximum period for the successful completion of the Ph.D. in Co-Supervision shall be five (5) calendar years. Extension of a further year may be given in exceptional cases and where justified by a comprehensive report of the Three-Member Advisory Committee and approved by the CC.

8. To graduate from the program, the doctorate candidate needs to complete 180 ECTS (100 ECTS for the purely research part of the program and 80 ECTS for the comprehensive examination (10 ECTS), the preparation and presentation of the research proposal (10 ECTS) and the writing up of the doctoral dissertation (60 ECTS).

9. In special cases, following a justified request by the doctoral candidate, and a comprehensive positive suggestion of the Three Member Advisory Committee, the CC of the partner universities may decide to suspend attendance of PhD students for a period



which may not exceed two years. The suspension time does not count in the maximum period for the preparation of a doctoral thesis, as described in article 7.

10. During the time of his/her Ph.D. studies, the PhD candidate submits for approval by the Three-member Advisory Committee, at the end of each calendar year after its registration and within two (2) months, an Annual Progress Report consisting of at least 500 words (2 pages). The Progress Report analyzes the scientific progress achieved, the difficulties faced by the doctoral candidate in completing the thesis, any participation in scientific conferences or publications, as well as short summaries of the thesis chapters already developed. It is noted that it is the responsibility of the Candidate to submit the Progress Report on time. In the case of failure to submit within two (2) months of the pre-set time, the CC has the right to withdraw the candidate from the Program.

11. Any change in the title of the thesis resulting from the doctoral candidate's research is possible if accompanied by a recommendation by the Three-Member Advisory Committee and the approval of the CC.

12. The candidates are required, during the preparation of their thesis, to contribute to the educational process. The weekly working time of doctoral candidates cannot exceed six (6) hours.

13. The doctoral candidates must contribute to the development and dissemination of original scientific knowledge. To this end, a prerequisite for the successful completion of the dissertation is the participation, by presenting original scientific work, in at least two (2) scientific conferences, as well as the publication of at least one (1) scientific work in a scientific conference proceedings or in a peer reviewed scientific journals. The supporting documents shall be submitted together with the corresponding Annual Progress Report.

14. The Three-Member Advisory Committee, initiates the procedure for the final examination of the doctoral thesis. The final decision is made by a Five-Member Examination Committee, according to the legislation of the Republic of Cyprus. The final examination process is public. The time and venue will be announced at least a week before in the NUP website.

15. When submitting their thesis for the final examination, PhD candidates should generally exhibit in the Preface the sources from which they drew their information, the extent to which they benefited from the work of others, and parts of the submitted thesis that are considered originals as well as a signed statement which explicitly refers the following:



"I hereby declare that the thesis is entirely of my own work and no part of it is copied from printed or electronic sources, translations from foreign language sources or a reproduction from other researchers' or students' work. Where I have based on ideas or texts of others, I have tried with all my strength to clearly define through good use of references following the academic ethics. "

All PhD thesis will be checked electronically to avoid plagiarism. In the event of plagiarism and following the recommendation of the Three-Member Advisory Committee, the CC has the right to impose sanctions on the PhD candidate, including the reduction of grade and the doctorate candidate's expel from the program.

16. Submitted copies of the thesis will be accompanied by a summary of around 400 words. If the doctoral thesis is prepared in a foreign language it should be accompanied by an extensive summary in Greek language of up to 500 words. If the thesis is in Greek a similar summary of up to 500 words should be submitted in English. The text of the doctoral thesis should not exceed 120.000 words, including footnotes and bibliography.

17. The dissertation is submitted for final examination after a positive written evaluation report of the Three-Member Advisory Committee.

18. The final examination of the candidate's thesis is made by a Five-Member Examination Committee as referred to the legislation of the Republic of Cyprus in which the co-supervisors are involved. The report of the Five-Member Examination Committee substantiates the importance and the originality of the dissertation and records its scientific contribution.

19. The Five-Member Examination Committee shall consist of:

1. The members of the Three-Member Advisory Committee
2. A member of the Neapolis University in a related field of study or from another University or Research Center at University level.
3. A member from another University or Research Center at University level.

The Neapolis University Co-Supervisor is appointed as chairman of the Five-Member Examination Committee.

20. The Five-Member Examination Committee:

20.1 May approve the dissertation as submitted

20.2 May request minor or major modifications as a condition for approval



20.3 May reject its approval.

In the case where minor amendments are requested, the Three-Member Advisory Committee, acting on behalf of the Five-Member Examination Committee, is empowered, upon receiving the modifications, to give final approval. In the case where major changes are required, the Five-Member Examination Committee as a body must approve the amended thesis. In the latter event, communication of the members of the Five-Member Examination Committee will be realized by electronic means and its decision will be final.

21. The marking of the doctoral thesis can be "EXCELLENT", "VERY GOOD" or "GOOD".

22. Together with the Evaluation Report of the Five-Member Examination Committee and the other supporting documents, the Secretariat of the Program submits to the Dean of each School the Submission Form, the Doctoral Thesis Acknowledgement Form of the Neapolis University's Library and a copy of the dissertation. The decision of the Five-Member Examination Committee is submitted to the General Assembly of each School. The General Assembly of each School proclaims the candidate to a doctorate.

23. After a successful examination of the Ph.D. thesis, either a joint PhD diploma is awarded, mentioning the cooperating institutions or a separate doctoral degree for the candidates in each country. The awarded title will state the co supervision status of the doctoral thesis, the title of the dissertation, the date of support and the marking of its assessment.

24. Before awarding the Doctorate title to the candidate he/she must submit to the Secretariat of the Program three (3) copies of the thesis as approved by the Five-Member Examination Committee, together with the relevant summaries. The Secretariat will submit the two copies with their summaries to the Libraries of the cooperating Universities.

25. The attendance of a doctoral candidate who has not met the requirements of the Doctoral Program in Supervision Studies is automatically terminated by a decision of the CC, without the title awarded if he/she:

25.1 does not complete the dissertation within the time limit provided for in Article 7.

25.2 fails for the second time to successfully defend his Ph.D. Thesis.

25.3 fails to submit the Annual Progress Reports within the two-month time limit.

25.4 has been misleading the academic community through plagiarism.

25.5 has committed a violation of Article 27.



25.6 has not fulfilled the contractual obligations to Neapolis University as they result from his / her registration in the program.

25.7 the general behavior is inconsistent with the principles and the morals of the academic community.

26. PhD students can prepare their doctoral thesis making use of European or other research programs in accordance with the prevailing academic practices. The regulations governing such programs will be prescribed in a special agreement that will be signed between the partner Universities and University Institutions abroad. At the end of the program the doctoral candidate will be awarded a dual degree that will be valid for the state authorities of the collaborating Universities. The special procedures of the international program of joint dissertations will be defined in a Special Protocol of Cooperation among the collaborating Universities, according to Article 10, par. 1, L.3685/2008.

27. It is noted that a doctoral candidate is not allowed to undertake other undergraduate, postgraduate or doctoral studies at the same time. In this case the candidate is expelled, unless a suspension period is requested.

28. The dissertation may be written in English. In this case, the summary is also given in Greek.

29. The Doctoral Thesis Guide enters into force on 1 June 2017 and replaces any previous one.