

## GUIDE

### TO PREPARING DOCTORAL THESIS WITH CO-SUPERVISION

1. Holders of recognized postgraduate degrees may apply to obtain a Ph.D. diploma with co-supervision, in the announced broader disciplines of doctoral studies.
2. Applicants must fill out the special form-application, which is available both universities' websites along with the memorandum on the proposed topic of the thesis. The memorandum should not exceed 2,500 words (ten pages), it will contain the title of the thesis, as well as the principal references which relate directly to the research topic of the proposed thesis. The content the memorandum should:
  - 2.1 Demonstrate the originality of the research proposal taking into account existing knowledge and directions of science
  - 2.2 State the importance of the research proposal under the broader scientific field of the applicant
  - 2.3 State the basic research directions which the applicant will utilize and on which the development of the thesis will be structured, along with the methodology he intends to use
  - 2.4 Identify possible problems or difficulties which the applicant expects to face during the preparation of the thesis and how he will solve such problems.

3. The candidates may submit scientific projects or scientific activity they have been involved with which could demonstrate their capacity for scientific research.
4. The competent institutions of the two universities are the General Assembly of Special Composition of the University of Peloponnese and the appropriate Dean of the Neapolis University of Paphos. The Coordinating Committee is composed of representatives of the two partner Universities.
5. The Coordinating Committee will make a preliminary examination of the application, the memorandum and other accompanying documents in the applicant's folder, in accordance with the Regulation and will then forward it to the competent bodies of the two Universities which will ultimately approve the doctoral dissertation's subject, the proposed three-member Advisory Committee and will proclaim the applicant as a doctoral candidate. In the opposite case, the file returns to the Coordinating Committee by reasoned decision and specific guidelines and requirements which should be fulfilled by the applicant to introduce the proposal to the competent bodies. The competent bodies may approve the preparation of a doctoral thesis in a foreign language.
6. The three-member Advisory Committee for the supervision and guidance of the Doctoral candidate is composed of two (2) faculty members of the partner Universities at the grade of Professor, Associate Professor, or Assistant Professor as co-supervisors, and another one (1) member, which can be a faculty member of the collaborating universities or another University domestic or foreign or Emeritus Professor of Universities or a researcher of a recognized research centre domestic or foreign, holder of a PhD. The committee members should have the same or related academic field, in which the PhD student is preparing his dissertation.
7. If the foregoing proposal for a doctorate dissertation does not fulfil the criteria of the Guide to the satisfaction of the competent bodies then they may justifiably decide to reject the application, indicating the names of those who were present and participated in the making of the

relevant decision, and the decision is then forwarded to the Coordinating Committee which will then notify the applicant of its decision.

8. The length of time for obtaining a PhD cannot be less than three (3) full calendar years from the date of appointment of the member advisory committee by the competent bodies of the two cooperating universities. The maximum period for the development of the dissertation shall be six (6) calendar years. Extension of a further year may be given in exceptional cases and where justified by a comprehensive report of the member advisory committee and decided by the competent bodies of the partner universities.
9. In special cases, following a reasoned application of the doctoral candidate, and comprehensive suggestion of the member advisory Committee, the competent bodies of the partner universities may decide to suspend attendance of PhD students for a period which will not exceed two years. The suspension time does not count towards the maximum period for the preparation of a doctoral thesis.
10. During preparation of the doctoral dissertation, the three-member Advisory Commission, in cooperation with the doctoral candidate, submits to the competent bodies of the partner universities, at the end of each year since the day of its appointment, a progress report consisting of at least 500 words (2 pages).
11. Any change in the title of the thesis in preparation or any adaptation of the data resulting from the doctoral candidate's research is possible if accompanied by a documented recommendation of the member advisory Committee and is decided by the competent bodies of the partner universities.
12. The doctoral candidates are required, during preparation of their Doctoral thesis, to contribute to the educational process, on the suggestion of the supervisor professor in the Coordinating Committee and their recommendation to the competent bodies of the partner universities, which will make the final decision. The weekly working time of doctoral candidates cannot exceed ten (10) hours.

13. The three-member Advisory Commission, so long as it considers that the thesis has been completed in accordance with its directions, initiates the procedure for the final decision. The final decision is made by a seven-member Examination Committee, which is defined by the competent bodies of the two cooperating universities. Simultaneously, these competent bodies shall establish the date for the public meeting to support the thesis. At least four (4) members from the examining committee must be members of academic staff, of which at least two (2) must belong to the home of the University Peloponnese and other two (2) from Neapolis University of Paphos. The other members of the Committee may be faculty members of Universities, or of equivalent institutions abroad, retired university professors or researchers of a recognized research centre, domestic or foreign, who are PhD holders. All members of the examining committee should have the same or similar academic field in which the PhD candidate has produced his thesis. Quorum of the meeting of the Examination Committee exists when five members attend.
14. When submitting their thesis for judgment, 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 Affidavit which states 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. "*
15. 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 2,000 words. If the thesis is in Greek a similar

summary of up to 2,000 words should be submitted in English. The text of the doctoral thesis with footnotes and bibliography should not exceed 120.000 words.

16. The seven-member Selection Committee:
  - 16.2 May approve the dissertation as submitted
  - 16.2 May request minor or major modifications as a condition for approval
  - 16.3 May withhold its approval.
17. In the case where minor amendments are requested, the three-member Commission, acting on behalf of the seven-member Examining Committee, is empowered, upon receiving the modifications, to give final approval. In the case where major changes are required, the seven-member Examining Committee as a body must approve the amended thesis. In the latter event, communication of the members of the seven-member Examination Committee will be done by electronic means and its decision will be final.
18. The marking of the doctoral thesis can be "WITH DISTINCTION", "EXCELLENT", "VERY GOOD" or "GOOD".
19. The nomination of the candidate to the doctorate (Ph.D.) title is made by the competent organs of the two Universities.
20. Before nominating the candidate to the doctorate (Ph.D.) title he must submit two copies of the thesis approved by the Selection Committee and the relevant summaries. The Secretariat will submit the two copies with their summaries to the Libraries of the cooperating Universities.
21. PhD students can prepare their doctoral thesis using European or other research programs in accordance with accepted practices. This program will be provided by 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 double title that will apply to the states of the collaborating Universities. The special procedure of the international program of joint dissertations will be defined in a Special Protocol Cooperation with collaborating Universities, according to article 10, par. 1, e N.3685 / 2008

22. The Guide to preparing doctoral thesis shall take effect from July 15 2015.