



**UNIVERSITY STUDENT HANDBOOK
FOR
DISTANCE LEARNING
PROGRAMMES**

Academic Year 2020-2021

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MESSAGE FROM THE RECTOR

Dear Students,

It is a great pleasure to welcome you to Neapolis University Pafos, in this new endeavour that can bring only positive and fruitful results and for the successful outcome which we are all working together for.

Choosing a Postgraduate Programme is a choice for life and responsibility. It is inextricably linked to professional and personal ambitions, dreams and aspirations. Furthermore, the choice of a Postgraduate Programme with the distance learning method is even more of a challenge with multiple aspects and dimensions.

The non-physical presence does not mean less effort. Rather, it means constant communication with the teacher, respect for the timetables, fulfillment of the obligations arising from participation in the programme, continuous study and writing of quality and academically sound works. It is, therefore, a decision that on the one hand multiplies and expands the range of opportunities and, at the same time, requires a high degree of maturity and conscientiousness.

Our University's Distance Learning Unit is equipped with state-of-the-art equipment as well as high quality academic staff and relevant experience. We aim to provide such educational services that will enable you to obtain all the academic qualifications required to fulfill your goals. Our vision is to develop a human network of professionals and scientists, who will unite common ideals and perceive our University as their "academic home".

I wish every success in our common goals.

Sincerely,

Professor Panteleimon Sklias

Rector of Neapolis University Pafos

1. THE UNIVERSITY

1.1 General Information

Neapolis University Pafos was founded in 2007 and welcomed its first students in 2010. In 2015 it accepted its first students into Programmes that are offered via Distance Learning methodology. Since its inception it continues to invest in new technologies and learning methods and contributes in a productive and dynamic way to the successful career and fulfilment of its students' dreams.

Within the framework of its developmental policy, Lifelong Learning, and its continuous contribution to society, it provides Study Programmes where the Conventional and Distance Learning methodology is applied.

The University is separated into five(5) Schools and ten(10) Departments.

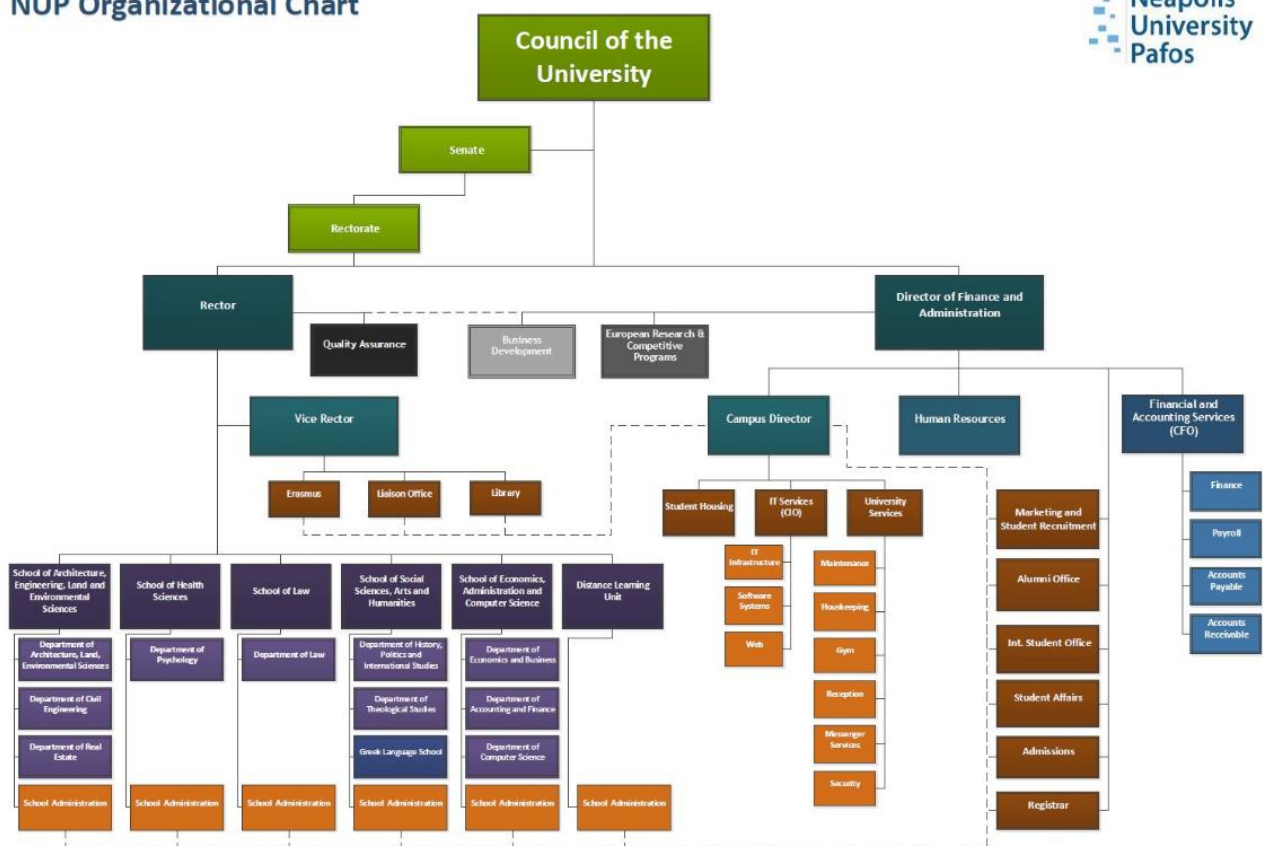
SCHOOLS AND DEPARTMENTS OF NEAPOLIS UNIVERSITY
School of Architecture, Engineering and Land and Environmental Sciences
Department of Architecture and Land and Environmental Sciences
Department of Civil Engineering
Department of Real Estate Valuation and Development
School of Economics, Administration and Computer Science
Department of Economics and Administration
Department of Accounting and Finance
Department of Computer Science
School of Law
Department of Law
School of Social Sciences, Arts and Humanities
Department of History, Politics and International Studies
Department of Theological Studies
School of Health Sciences
Department of Psychology

The University's Objectives

The promotion of science, knowledge, learning and education, and the interdisciplinary exchange of knowledge and information, are the main objectives of Neapolis University. Through the provision of high-quality education, the students' intellectual and cultural level is upgraded and by extension, society itself, which is an important goal for an educational institution.

1.2 Organisational Structure of the University

NUP Organizational Chart



1.3 University Personnel

Academic Staff

The Academic staff consists of teachers of various ranks, who have worked and become distinguished in Cyprus and abroad. The quality of the Teaching and Research Staff of the University is very high. Their presence in promoting primary research, promoting and enhancing scientific dialogue and in the process of producing new knowledge is strong and dynamic. Furthermore, the Faculty members of the University are distinguished for their continuous communication with the students and the support they provide.

In particular, in the programmes provided via the Distance Learning methodology, the Academic staff is comprised of both permanent University Teaching Staff (Faculty) and Associate Teaching Staff (ATS), who have a PhD with research and teaching experience with immediate relevance to the subject, and experience in distance learning methods.

Administrative Staff

Neapolis University is a private Organisation whose Supreme Governing Body is the University's Council. The Council has the responsibility and control of managing all matters concerning the University. It also has the responsibility of appointing the Administrative Staff headed by the Director of Administrative and Financial Services.

The Administrative Services of the University consist of highly qualified and trained staff. The main role of the Administrative Staff is to ensure the proper and organised provision of services, the proper and efficient operation of the University and the creation of a friendly and supportive environment for both internal and external entities that come into contact with the University.

2. ADMINISTRATIVE SERVICES OF THE UNIVERSITY

2.1 Office for the Protection of Personal Data

The Data Protection Officer independently ensures that an organisation applies the laws that protect individuals' personal data. The definition, position and duties of a DPO within an organisation are described in articles 37, 38 and 39 of the GDPR.

The University has appointed Ms. Iliana Kelli-Georgiou as Data Protection Officer (DPO).

The main duties of the Data Protection Officer are:

- To apply the requirements of data protection legislation across the University.
- To inform and advise the University and staff who process personal data about data protection.
- To monitor and ensure compliance in an independent manner, including the assignment of responsibilities, raising awareness and staff training, as well as related controls.
- To provide advice, when requested, regarding assessments of the impact on privacy and monitor their implementation.
- To act as a point of contact for the Personal Data Protection Commissioner, and the European Data Protection Supervisor (EDPS), on matters relating to personal data. The DPO is the link between the organisation, the Commissioner and the subject of data.
- To notify the Commissioner of dangerous data processing, if he or she considers it appropriate.
- To conduct periodic audits across all Departments of the University, to ensure compliance and address preventive issues.
- To keep records of all data processing activities carried out by the company, including the purpose of all processing activities.
- To interact with the persons which the data refers to, in order to inform them how their data is being used, their rights to have their personal data deleted, and the measures taken by the company to protect their personal information.

The role of the DPO is defined in the GDPR. The DPO should be able to carry out tasks independently, define the data protection strategy for the University and report to the highest level of management at the University. The DPO is entitled access to all Departments of the University, which must provide adequate support, updating and information. In addition, he/she has full access to all personal data of the University (students, graduates, academic staff, administrative staff).

2.2 Internal Quality Assurance Unit

The role of the Quality Assurance Unit of Neapolis University is to develop and support a specific policy and strategy of quality as well as to implement the necessary procedures, in accordance with the Quality Manual, for the continuous improvement of the quality of work and services of the Institution, that constitute the Institution's Internal Quality Assurance System.

The University's Quality Assurance Unit is based on the core values supported by Neapolis University: integrity and respect, excellence and innovation, collaboration and solidarity. Neapolis University is a human-centred educational organisation, whose members collaborate for social development through teaching, research and social action.

The University's Quality Assurance system follows a comprehensive qualitative approach based on the PROSE model and methodology for holistic quality management and the EFQM Excellence® (European Framework of Quality Management) model.

Management and quality control procedures are in line with operational management structures. Document management, update of procedures and monitoring of key performance and quality indicators in a sector are the responsibility of the heads of each unit or department: Head of an academic department, Head of administrative department, Dean, (Director, Dean, Head of a unit or department) who oversee the Unit or Department.

The participation of those involved in the procedures is considered essential in their evaluation and updating. In the academic curriculum area, the academic staff are responsible for the quality of teaching and learning under the supervision of the Head of the Department. This quality management is of an integrative nature, in which groups of teachers regularly evaluate the infrastructures, students' characteristics, human resources (staff competences), course content, learning objectives and learning outcomes.

2.3 Research Projects Office

The Neapolis Research Projects Office coordinates the University's growing international exposure and involvement in various research activities.

The office aims to:

- Systematically monitor existing and new opportunities for the involvement of Neapolis University's academic staff in international research programmes.
- Identify programmes with added value for national and regional policy and development, as well as for the University's internal expertise.

- Effectively organise and manage Neapolis University's internal resources, as well as of other organisations and institutions involved in the implementation of such projects at a European, National and Regional level, depending on the University's type of involvement (Lead Partner).

2.4 Human Resources Office

The Human Resources Office handles the management and updating of personnel records. It also deals with the issue of its healthcare and provides support in the event of an accident at work.

It is involved in finding suitable resumes in the recruitment process and preparing employment contracts. At the same time, it plans and organises seminars for both new and existing staff of the Organisation and prepares and coordinates the staff evaluation process.

In addition, the office, confidentially, listens and provides support to the University's staff.

2.5 Marketing and Student Recruitment Service

The Marketing and Student Recruitment Service is responsible for coordinating events organised at Neapolis University, either by the University itself or by external agencies. It participates in educational exhibitions in Cyprus and abroad for the promotion of the Study Programmes offered by the University, while at the same time, through various social media networks, advertises and informs potential students about these programmes.

The Service undertakes the preparation of brochure designs, billboards, promotional prospectus, and invitations for the University's events.

The service includes the University's Student Recruitment Call Centre. This effort involves the Service's staff and agents from other countries.

2.6 Financial Services of the University

Any matter regarding the finances of the University is undertaken by the Accounts Department. The aim is to manage all financial resources efficiently, effectively, and provide all necessary financial services to both the staff and students of the University.

The Accounts department is consisted by two main categories: the Accounts Receivable and the Accounts Payable. The head of department is the Chief Financial Officer. The Accounts Receivable department is mainly responsible for all student matters, including payments, financial arrangements etc. The Accounts Payable undertakes all payments to third parties including the payroll functionality.

2.6.1 Special Discounts

The University from time to time grants special discounts which are made public at the time of their announcement.

In this category of special discounts are:

- Early booking of placement and prepayment of the tuition fees
- A second degree at Neapolis University
- Simultaneous study of members of the same family at the University
- Specific programs offered on professional and government bodies

The Council may grant special discounts to organised groups and/or professional and other bodies thus highlighting its human-social contribution to local society.

2.6.2 Financial Aid

Neapolis University runs a Financial Aid Committee. The committee meets once a month and assesses each individual case and accordingly grants the Financial Aid. Eligible for Financial Aid are native students only upon completion and submission the Application for Financial aid form with all supporting documentation.

The deadline for submitting the application form for fall semester is the 15th of November and 15th of March for spring semester.

2.6.3 State Sponsorship

Each academic year, the Cypriot Government receives applications for providing student welfare to students. All students who are Cypriot citizens or citizens of a European Union member state residing in the Republic of Cyprus are eligible to apply.

The exact amount is determined by the Ministry of Education and Culture.

2.6.4 Tuition Refund Policy

A student may request a refund of tuition fees when special circumstances apply (e.g. suspension of studies).

The Refund Policy is as follows:

	Undergraduate & Postgraduate	PhD
Amount not refundable	€500	€1000

Refund is proportionate calculated based on two parameters. The yearly cost of tuition fees and the academically duration of the program. The month of submission the specific form is counted as a completed month.

2.6.5 Students' Financial Obligations

According to the University's regulations, every student that is enrolled in the University should meet all his/her financial obligations according to the payment deadlines.

A student with pending financial issues may not:

- Continue his/her studies into the following academic year or semester
- Register for courses and enroll in the semester
- Receive official documents from the University (e.g. attendance certificates, transcript)
- Receive his Degree
- Participate in course assessments (mid-term and/or final)
- Receive assessment results
- Take part in the Graduation Ceremony
- Use the University's services including the electronic platform

Financial Obligations include University tuition fees, Dormitory costs, retake courses, Graduation fees and any other related costs that may arise.

2.6.6 Students with recognised courses

Upon completion of a student's studies, who has recognised courses, the University's Financial Services Department calculates the amount of Credit Units (ECTS) recognised for the student during his/her studies. This amount is deducted from the student's account statement.

To calculate the amount, all the discounts and/or scholarships awarded during the course of study are taken into account individually for each student.

The final value of the Credit Unit (ECTS) is calculated as follows:

The total discounts and/or scholarships awarded during the course of study are deducted from the total amount of tuition fees.

This net amount is then divided against the total Credit Units (ECTS) of the student's Programme to obtain the net worth per Credit Unit (ECTS).

This value is multiplied by the number of recognised Credit Units (ECTS), which gives the total amount to be deducted from the student's account balance.

2.6.7 Retake Courses

A student who failed and/or did not show up for an exam in a specific course for 2 consecutive attempts is defined as failure in the entire course (exam and coursework). The retake process is coordinated through the school administrator, the student and the accounts department. The cost of re-examination and attendance amounts to €60.00 per credit unit (ECTS) which will have to be paid for in advance in order for the administrator in turn to register the course and the student to be able to attend it.

2.6.8 Student suspension

A student can apply for suspension concerning the Fall Semester until 15th November and the Spring Semester until 15th March of each academic year, without any financial obligations.

In case a student proceeds with suspension after the deadlines mentioned above, he/she is obliged to proceed with the payment of the entire current semester for the completion of the suspension of study. No amount is refunded on suspension requests.

2.6.9 Student termination

A student may submit a termination request before the start of semester or within the first two (2) weeks from the start of the semester.

The proportional tuition percentage is refunded for the total months of study of the respective programme.

The month of submission of the termination request is calculated as a completed month.

2.7 Admissions Office

The applications for the candidate students, along with the required documents, are registered onto the University's system by the Admissions Office. After examining the student's documents, the application is evaluated by the responsible academic of each Department of the University. The candidate receives a letter of acceptance and he/she informs if he/she wishes to study at the University. Once the student accepts the offered position and pays the deposit, he/she is enrolled at the University.

New entrants who wish to change their enrolled curriculum can apply by sending an email to the Admissions Office (admissions@nup.ac.cy) within the first two (2) weeks from the start of the semester. Upon transferring the student agrees to and accepts any academic or financial differences that may exist between the two programmes of study. The Policy and Procedure on Admission of Students (European) (NUP 03.515) applies.

2.8 International Students' Office

Foreign students who wish to enrol at the University, after submitting a registration application, can contact the International Students' Office.

The Office in consultation with the Department of Immigration of the Republic of Cyprus helps students obtain their visas, so that they can reside legally in Cyprus.

The Office provides support to the students throughout the duration of their studies.

The Policy and Procedure on Admission of Students (International) (NUP 03.516) applies.

2.9 Office Registry

The main task of the Office Registry is to support the educational process in order to meet the expectations of new and existing students.

It aims to create a relationship of trust between the student and the University and its functions by following the regulations as recorded in the Statute and the Study Guides of the University and the instructions of the Cyprus Agency of Quality Assurance and Accreditation in Higher Education (CYQAA) to provide quality services to students in academic matters.

The Office Registry is responsible for maintaining the list of active students and graduates. It acts with the aim of improving the services provided by institutionalising and recording study procedures which are followed by the Secretariats of the University. It coordinates the competent Departments of the University for the smooth start of each academic semester and the smooth conduct of the examinations. It publishes the academic calendar, semester schedules, exam schedules and student exam results. It follows the process of issuing degrees and preparing the official final documents while coordinating the process regarding the participation in the Graduation Ceremony of the Alumni.

2.10 University Secretariats

The Secretariats of the Departments and the Distance Learning Unit are responsible for the smooth operation of the Curricula and operate in support of the Dean of the School and the Academic Staff. At the same time, they maintain a printed and electronic record of active students in order to better serve them. They are responsible for receiving and processing applications.

3. THE DISTANCE LEARNING UNIT

The Distance Learning Unit of Neapolis University uses the most up-to-date e-learning platform technology.

The ultimate goal of the Unit is to support the students and academic staff of our University, both in modern and asynchronous Distance Education.

The core philosophy of the Unit is to ensure equality of access to information with respect to the individuality and needs of our University's students.

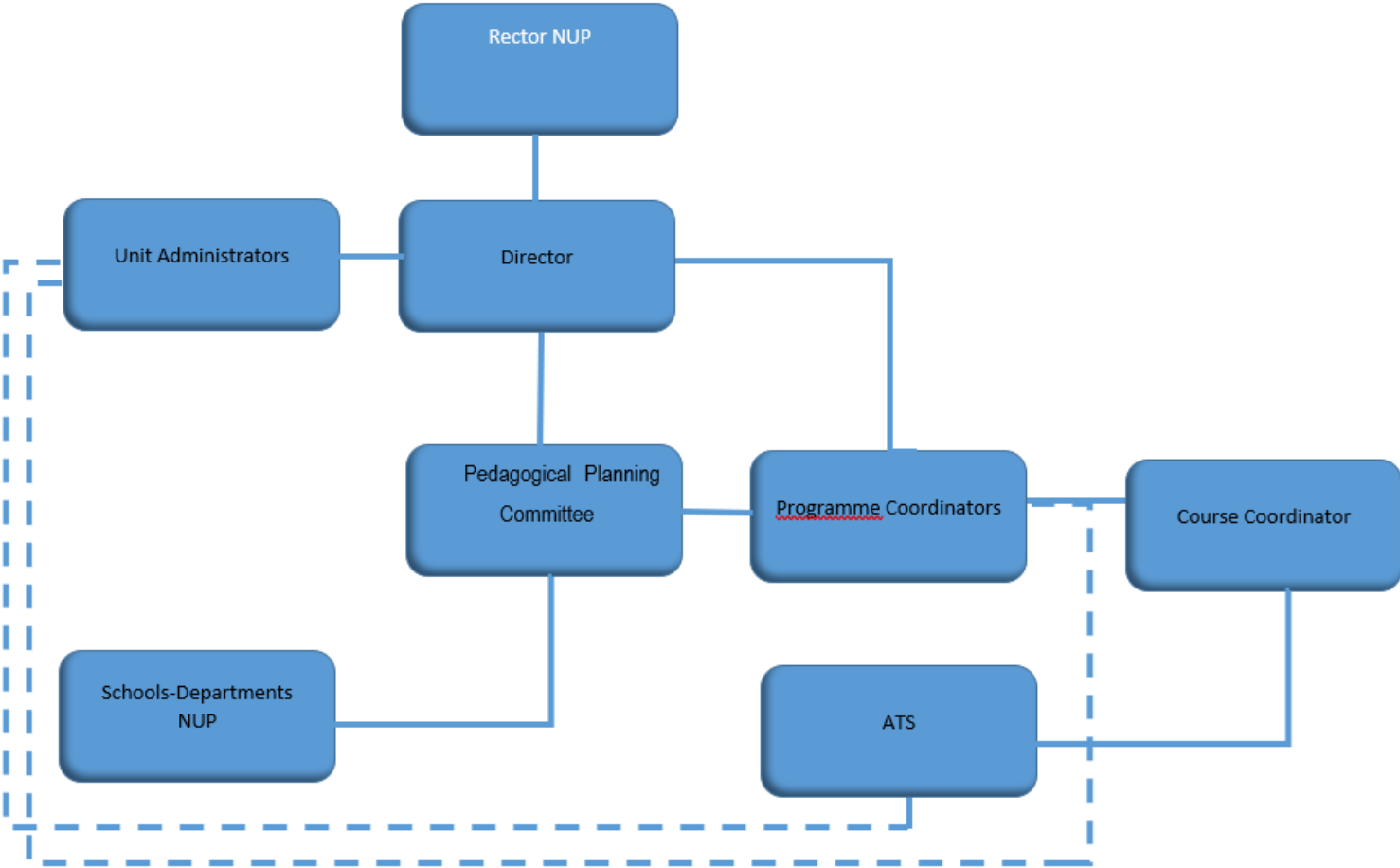
Students' familiarity with the technological means is achieved through special training seminars prior to the start of the courses, while support is continuously provided throughout the academic year.

The operation of the Distance Learning Unit is the core of the homogeneous implementation of the relevant policy because it:

- manages student affairs exclusively by providing all relevant information to students,
- provides know-how and academic, technical and secretarial support to students and teachers using the Distance Learning methodology,
- coordinates and provides guidelines defining course specifications with the distance learning methodology so as to meet, both the requirements of the Agency for Quality Assurance and Accreditation in Higher Education, and the requirements of relevant adult learning theories,
- designs, plans and implements everything that is required for a creative, productive and effective academic year.

3.1 Organisational Chart

Distance Learning Unit



3.2 Roles of Distance Learning Unit Members

3.2.1 Director

The primary mission of the Director is the coordination and optimal operation of the Distance Learning Unit, the assurance of the objective judgment of students' progress and performance, the promotion of the Teachers'-Advisors' scientific research, as well as the development of technology and methodology in the field of Distance Education, under the supervision of the Rector of the University.

3.2.2 Pedagogical Planning Committee

In order to support the Distance Learning Unit in its core areas of operation, such as meeting its study material needs, its interactive activities with students and Teachers Advisors, and in formative assessment in line with international standards and quality indicators of the CYQAA, a Pedagogical Planning Committee for Distance Learning Programmes has been established at Neapolis University Pafos, in which the following are members:

- The Rector of the University
- The Director of Administration and Financial Services
- The Director of the Distance Learning Unit (Coordinates)
- The Programme Coordinators
- ATS of each programme that is offered with Distance Learning
- Representative of the Distance Learning students, from the Representative Council, with an advisory role
- The Committee is also supported by experts in matters of E-learning, Educational Technology and Educational Methodology.

3.3 The Pedagogical Model

The pedagogical model applied by the University in Distance Learning is based on the structured pedagogy of e-learning and this specific model is enriched with the philosophy and ideal of Open and Distance Education.

The curriculum's structure and related productivity tools offer students flexibility in their personalised, self-regulated and heuristic path towards knowledge, throughout their studies at the University.

The central pillars of the pedagogical and methodological approach are:

- A. Combining videoconferencing, learning by doing, learning by reflection, case-based learning and learning by exploring.
- B. Empirical learning through linking learning objectives with students' real-life experiences.
- C. Social constructivism, situated learning and learning communities are utilised.

As part of a socially constructive approach, the aim is to create a collaborative climate of social interaction and to link knowledge to action through engaging students in authentic situations.

D. Creative learning is utilised.

In this context, a number of techniques for enhancing lateral thinking are proposed, which are suitably adapted and applied to online learning and used by teachers on a case-by-case basis in, relation to the subject and the target group.

3.4 Pedagogy and Distance Learning

The pedagogical model used in each Study Programme enables students to access material which has been offered and posted on the online platform and discussed with the Teacher-Advisor in a teleconference in the course. At the same time, apart from the material and teleconferences, students have the opportunity to participate in interactive learning initiatives and to participate as members of the academic community of the University.

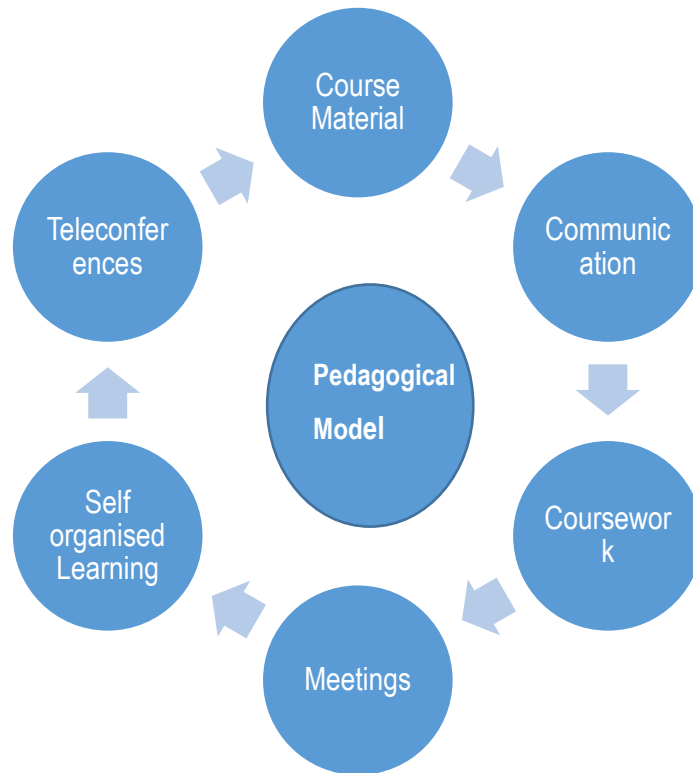
The key component that determines the creation of educational material is the criterion of diversity, according to the following three sets of actions:

The first set contains elements (texts, abstracts, sections, summaries, bibliography) that help to smoothly introduce the student to new knowledge, integrating it with his or her pre-existing knowledge.

The second set incorporates elements (photographs, images, charts, multimedia and hypermedia video material, web sites, etc.) that are scattered throughout the material and help the student discover new knowledge and visualise abstract concepts.

The third set includes all of those guidelines that assist the student in preparing assignments contributing to the further development of communication.

In this context, the final written assignments are also included, which are an integral part of the study material. Students are called through specially designed assignments, to evaluate the material they have studied and based on that, to develop new ideas and suggestions based on their personal judgment and experience.



3.5 Bridging the technological gap

The particular electronic platform used by the University has been designed in a way for students to achieve the best learning outcomes.

The platform's capabilities for modern and asynchronous Distance Education allow students to easily become familiar with its use and choose the way that best suits them in a flexible and personalised learning manner.

3.6 Differentiation from “face to face” education

In addition to the teleconferences that are videotaped and available to students, the University has upgraded the internet connection to such a degree that the programmes offered by Distance Learning are provided seamlessly and effectively.

Consequently, the time and professional constraints and geographical dispersion of the students do not impede communication with the Teacher-Advisor or their peers, thus enjoying the multiplied positive effects of virtual student participation from various regions of Greece, Cyprus and internationally.

3.7 Online resources

Online resources include educational material, links to websites, online communications and multimedia. At the same time, the platform's tools make it easier for students and teachers to interact with different forms of educational material and to participate in learning through the diffusion of knowledge.

Consequently, it is evident that the multi-factor environment provides students with the most favourable conditions for flexible and personalised learning, which combines the benefits of modern and asynchronous e-learning.

It goes without saying that in order to implement the above and achieve the educational goals, the following is necessary:

- the allocation of specific amount of time for study, proper planning in the context of other obligations – family, professional, social, and
- self-discipline, which is customary for every student.

4. STUDIES

4.1 Study semesters

The semesters of study for each academic year are two; fall and spring.

Each semester's timetable is set by the Schools and announced on the University's Moodle platform. The timetable contains all the required information about the code, title, teacher, days, times, and classrooms.

4.2 European Credit Transfer and Accumulation System (ECTS)

Neapolis University's study programmes are assessed using the European Credit Transfer and Accumulation System (ECTS).

Each credit unit corresponds to 25-30 hours of workload, therefore the maximum number of credits per semester has been set to 30 ECTS. Credit units are broken down into teaching hours in the fall and spring semesters.

4.3 Examination periods

The examination periods are three (3). The first is set at the end of the fall semester, the second at the end of the spring semester, and the third, the re-examination period, before the start of the new academic year.

The exam schedule is announced on the electronic platform in a timely manner, after the exam dates and times have been set by the Board of each Department.

The Policy and Procedure Assessment of students - Exams (NUP 03.512) applies.

4.4 Grading System

The courses' grading system is numerical, from 0-100, with the lowest average score of 50 in the Fall and Spring Semester examinations and maximum grade 64 in the Re-sit Examination.

4.5 Requirements for completion of studies

The courses a student must attend are defined in the Department Handbook, which is made public at the beginning of the academic year.

The Handbook records the semester breakdown and the number of courses a student must succeed in. In addition, the credit units (ECTS) of each course are recorded and the total number of credits units (ECTS) for completing the programme of study and obtaining the degree.

The Policy and Procedure for Publicity of the Programme of Studies (NUP 03.110) applies.

4.6 Duration for Completion of Studies

The duration of studies for students completing their first degree (BA, BSc) is the standard time, as defined in the Programme Handbook with an extension of two (2) years.

Upon the expiry of this permitted period, the University reserves the right to erase the student from its records and/or charge per credit unit (ECTS). The cost / ECTS is determined at the beginning of the academic year.

Please note that courses that surpass 30 ECTS workload per semester cannot be taken, except where it appears that the extra workload is the result of re-take courses.

4.7 Calculation of the Degree's Grade

To calculate the grade, multiply the final grade of each course by its credit units (ECTS). Then, the sum of the multiplications is divided by the number of credit units required to complete the study programme.

Only the successfully completed courses are considered for calculating the Degree's Grade.

Courses that receive a descriptive "grade" (Pass, Transfer course, Erasmus Course) are not considered.

4.8 Dissertations

For the programmes that require the submission of a dissertation, students state the subject they will study and a supervising teacher is appointed accordingly to help them complete it.

The date of submission of the dissertation is announced in the Academic Calendar.

The Policy and Procedure for Dissertation (NUP 03.400) applies.

4.1 Degree and official graduate documents

The University awards degrees to graduates after the results are validated by the Department Evaluation Board during the months of December, February, April, July and September.

The process of issuing and sending the Degrees is completed within at least three (3) months from the month of awarding the Degree.

Along with the Degree, students receive the Transcript and the Diploma Supplement.

The official documents are received only by the students who have paid off all their financial debts to the University, including the amount required for the issuance of a degree.

4.1 Erasure of University Email Address

Email accounts are erased six months after the date of the students' graduation from the University.

Based on the above, the email account is terminated and all data (messages, contacts) of your account will be deleted. After deletion it will not be possible to retrieve as the University does not keep an electronic copy of this data.

4.2 Graduation Ceremony

At the end of the academic year, the University organises the Graduation Ceremony where anyone who has completed their studies can participate. Graduates are given a congratulatory letter.

4.3 Excellent Students Awards

The University has established awards, funded by itself as well as individuals, organisations, endowments or companies, for students who achieve the best performance in a particular field among their peers at a given time. The selection is the responsibility of the Senate, which cooperates with the relevant Schools for this purpose.

5. LEARNING ENVIRONMENT

Neapolis University, which has as its main purpose the provision of higher quality education, gives emphasis, in addition to the student's training in the subjects of his study programme, to the broader and more multifaceted transfer of knowledge.

In order to fulfill the above purpose, tools have been created which act as means of communication and enhance the student's learning environment.

5.1 NUP WEBTV

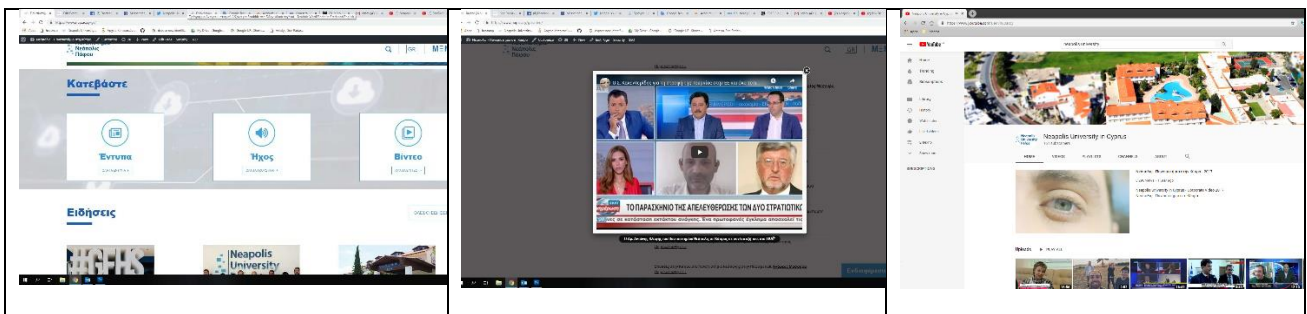
NUP WebTV is the University's visual broadcasting system. It is continuously enriched with videos while also enabling real-time connections. It is based on the YouTube platform in the form of a channel that can be accessed directly and easily and on the official website of the University there is a space where all broadcasts, publications, and announcements/instructions related to the channel and its function, are hosted.

AIM

The University takes full advantage of the capabilities offered by Information Technology and Megadata transfer. NUP WebTV as a digital medium aims to broaden the audience of important lectures, speeches and events that take place at the University's premises, the interactive communication of the academic community with society, and the diffusion of produced scientific knowledge to wider audiences of the global community of innovation and cutting-edge knowledge production.

STRUCTURE

NUP WebTV runs on the YouTube multimedia system and utilises the Channel service. The user can join the platform either through the official website of the University, or directly from the YouTube platform with any device that can display video. The media team maintains and uploads onto the Channel the audiovisual material which is available to all, and there is the capability of live broadcasting. A link is offered for each upload.



5.2 Online Lecture Series

The **ONLINE LECTURE SERIES** is a Lecture/Telecommunication delivery tool via the University's Learning Management System Moodle. Participants are all the students and Academic/Administrative staff. The system offers the Lecturer/Presenter the opportunity to digitally address distant audiences by creating a digital educational environment.

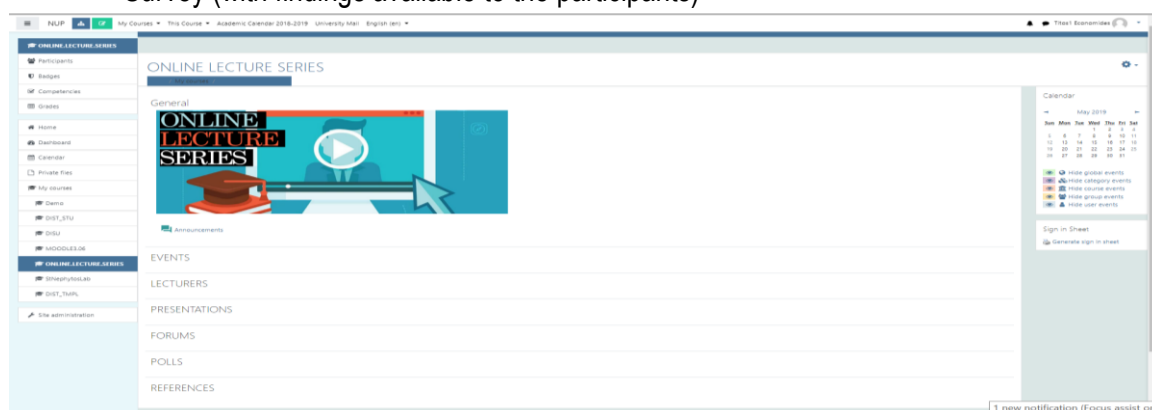
AIM

The online tool **ONLINE LECTURE SERIES**, supported by the University's online platform (MOODLE), addresses the internal community of the University aiming at the diffusion of specialised and general knowledge and training of its members, reinforces the sense of community and unity and strengthens overall the Academicity of the University. A particular target is the student community of distance and conventional students, to whom it offers the capability of interactive engagement and contribution to the cognitive process of the University.

STRUCTURE

The digital tool supports and serves:

- Announcements for lectures/topics and scheduling via an electronic diary
- Real-time discussions between participants
- Polls that allow participants to express their views
- Posting of files and sharing them with other users of the platform
- Posts, reproductions and collections of data from audio, video, pdf
- Connections with other multimedia systems, such as Open Badges, Activity Directory, Google Drive & YouTube.
- Discussion forums and use of survey tools.
- Connections with websites, graphics posts, presentations.
- Survey (with findings available to the participants)



5.3 Discussion Forums

DESCRIPTION

They constitute the internal public step of the University's community, in which its members (Academic, conventional and distance students) can participate by contributing to the development of an open dialogue regarding wider or more specialised topics. They are created initially within the course's framework in order to have on-line direct briefing and interactive communication of teachers with their students and between the students themselves.

AIM

Reinforcing the University's effort to increase the unity of its community, providing the capability and opportunities for greater engagement and mobilisation of conventional and distance students in its processes and instruments, as well as the creation and development of online societies/ communities of common subjects or interests.

STRUCTURE

The Learning platform enables the creation of a discussion forum. There are six (6) different types of discussion forums in total.

- Simple discussion forum – In a single page a post can be made where the participants can express their views.
- Shared discussion forum – An open discussion forum where each participant is entitled to upload.
- Discussion forum per participant – Each participant can post an open discussion in which everyone else can take part.
- Questions/Answers – The teacher can start a forum where students can ask questions and answers can be given/communicated by the competent persons.
- Discussion forums with website posts – It works as an independent website and informs the participants of its posts.
- News partitioning forum – A special forum that allows new posts and direct information to all participants.

6. STUDENT SUPPORT

6.1 Induction Week

Induction week is organised for the new students of the University. During this week students have the opportunity through teleconferences to:

- Meet the members of the academic community and the administrative staff.
- Be informed about:
 - The use of the online Moodle platform and all the electronic means provided by the University
 - The assessment procedure and the importance of formative assessment, interactivity and student involvement in this procedure
 - The Student Handbook
 - The Study Procedures
 - The Clubs of the University
 - The appeal and complaints procedure
 - The University's Students' Association and the procedures for representation
 - The capabilities offered by the Library and the ways of exploiting them
 - The capabilities and opportunities they will have during their studies
- Get to know the University's Counselling Centre.
- Discuss various issues/questions that concern them.

The Policy and Procedure for incoming students (NUP 07.100) applies.

6.2 Academic Support

Academic Personal Advisor

All first-year students are informed during their enrolment regarding their Academic Personal Advisor, who will guide/advise them throughout their studies. The distribution of students to the Academic Personal Advisors is done alphabetically.

Duties and Role of Academic Personal Advisor: The Academic Personal Advisor is a reference point for the student and the person from whom the student can obtain reliable information. The Academic Personal Advisor provides counselling and guidance on any academic matter that may arise during the student's studies. Academic

matters can be related to the programme, courses, the student's progress, study regulations, or personal life (health problems, family, finances, etc.). The Academic Personal Advisor acts with complete confidentiality on what is discussed individually with each student. In the event he considers the matter to be of great importance, then the Head of the Department will be informed, who will deal with the matter in cooperation with the Academic Personal Advisor.

The Academic Personal Advisor and the student should have frequent communication. The first discussion must be scheduled within the first month of classes.

If the Academic Personal Advisor cannot communicate with the student for an extended period of time either for health reasons, or because of educational leave, the School's Secretariat shall appoint a new Academic Personal Advisor for the student. If the student wishes to change the predetermined Academic Personal Advisor, he/she submits a justified request to the School's Secretariat supporting his/her request. The decision for approval or not of his/her request is taken at the next assembly of the School concerned.

The Policy and Procedure for Academic Personal Advisor (NUP 07.300) applies.

Students' support by the teachers

In Distance Learning programmes, good communication (over the phone, by email, or by teleconference at times designated by the teacher) and the establishment of students and teachers informing one another is very important.

Communication strengthens and supports students to continue the effort, thereby contributing to the elimination of distances.

Educational material

The educational material (textbooks, scientific articles, etc.) used in Open and Distance Education must meet certain requirements such as clear wording, highlighting of important points and the like.

A necessary accompanying element of the educational material is the relevant Study Guide and consultative meetings with the Teaching Advisor (group and individual) conducted with physical presence or teleconferences.

Interaction with the Educational material and final written assignments

Due to the fact that in Distance Learning students depend on educational material much more than in conventional education systems, the educational material we use is comprehensive, with frequent instructions to facilitate students in their course of study, clear, illustrative and friendly, framed with many examples and/or case studies.

The key component that determines the creation of educational material is the criterion of diversity, according to the following three sets of actions:

The first set contains elements (texts, abstracts, sections, summaries, bibliography) which help to smoothly introduce the student to new knowledge, integrating it with his or her pre-existing knowledge.

The second set incorporates elements (photographs, images, charts, multimedia and hypermedia material) that are scattered throughout the material and contribute to the student's discovery of new knowledge and visualisation of abstract concepts.

The third set includes all of those guidelines that assist the student in preparing assignments contributing to the further development of communication.

Through the use of these actions, it is expected that each student, according to his or her own unique profile, will choose from the multitude of teaching elements of the polymorphic teaching material the format that suits him/her best. In this case, the role of the Teacher is motivating and guiding, providing detailed feedback and clear guidance.

In this context final written assignments are also included, which, as can be seen from the context of the three sets of polymorphism, are an integral part of the study material. In this context, students are called through specially designed assignments to evaluate the material they have studied and based on that, to develop new ideas and suggestions based on their personal judgment and experience.

An important element in this perspective is also the correction of the written assignments, as the teachers' aim is to make the assessment of the written assignments a positive experience for the students, through qualitative and constructive criticism.

The Study Guide

In each course, the teacher prepares the course study guide that guides students for:

- The course's content
- The study schedules

- The schedules for handing in assignments
- The examination material
- The course's bibliography
- Self-assessment questions and interactive activities for each lesson and suggested answers
- Keywords
- Learning Outcomes

Interactive Techniques for Collaborative Learning

Concerning the techniques used to enhance interaction, collaborative learning is implemented through online work groups. Students, divided into work groups, exchange experiences or prepare exercises for a more complete processing of the material. In creating groups, the Jigsaw¹ strategy is used, according to which:

- a) The participants are divided into groups, where each group corresponds to a forum (phase 1).
- b) Each group is subdivided into subgroups that undertake to elaborate on a sub-topic of the more general topic. To this end, new groups are created in respective working fora. The teams work together, gather material and try to provide solutions to the issues under investigation (phase 2).
- c) Members return to their original groups, to which they return the knowledge and experience gained from negotiating the topic in the previous phase (phase 3).

In this way, interaction between all participants, among the students, as well as the teachers – students, is achieved.

Videoconferences

Videoconferencing is approached through a specially formulated pedagogical framework that promotes communication and interaction, with the key feature of collaborative building of knowledge from a distance in real time. Technologically speaking, there are the capabilities the latest technology provides (Moodle, WizIQ, NUP WEBTV), which enables the transfer of different types of information (image, sound, text) allowing reliable and two-way connectivity between teachers - students, but also among the students themselves. However, the key

¹ Aronson, E., & Patnoe, S. (2011). Cooperation in the Classroom: The Jigsaw Method (3rd ed.). New York: Pinter & Martin Ltd.

objective is to put videoconferencing in a well-structured pedagogical framework, which improves the environment for communication and interaction between teachers and learners. Usually, video conferences are held 6 times throughout the academic semester, every two weeks, starting from the second week of the semester. The duration is 2-3 hours, reflecting the needs and specifics of the course.

Because the usually large number of participants in a videoconference can make engaging in collaborative activities difficult, we consider it necessary to divide learners into audiences with a small number of people that cannot exceed thirty (30). This collaborative videoconferencing model enables the teacher to create groups (conference rooms) and distribute students to them. In this way, video conferencing becomes interactive as it allows participants to not only communicate exchanging views with each other or share data amongst them, but to actively participate in a dynamic interactive environment, the key feature of which is to collaboratively build knowledge from a distance in real time.

The central pillars of the pedagogical and methodological approach that are followed are:

Combining video conferencing, learning by doing, learning by reflection, case-based learning, and learning by exploring. It is important that these data, in addition to the active participation of students, also contribute to the acquisition of knowledge based on the particular ways of student learning (learning styles).

Empirical learning is highlighted by connecting learning objectives with students' real-life experiences. In general, learning through videoconferencing is not only developed as a cognitive process through the transfer of knowledge from teachers to students, but in a social context based on the creation of a collaborative climate of social interaction and the linking of knowledge with action. This is sought through the involvement of students in authentic situations that relate to their personal interests. Whereas, because the development of social interactions should not be considered self-evident, this process is encouraged through the design of activities that, in addition to cognitive activities, encourage the social form of interactions, as social interactions play a key role in the development of relationships, opinions, a climate of trust, a sense of community, and finally the development of a learning community.

Creative learning is utilised. Creative learning is based on oblique thinking which does not use reason and aims to break away from old ideas and create new ones by approaching new knowledge through different perspectives. Numerous techniques / Minify are suggested in this context, which help students think about what changes can be made to existing situations, or how we can create new ones. The "Six Thinking Hats" strategy can also contribute to the same logic, which helps to determine the impact of a decision, illuminating it from many angles.

At the same time, collaborative techniques are used to help motivate participants to express ideas freely and spontaneously, such as brainstorming or reverse brainstorming to create more creative ideas.

Students are given the opportunity to attend teleconferences in both modern and asynchronous form.

Self-assessment exercises and interactive activities

Self-assessment exercises are an integral part of the core of open and Distance Learning and the educational material and must be accompanied by the correct answers.

These exercises provide the opportunity for continuous self-assessment and further development or study to fill any possible gaps in knowledge. It is clear that these exercises can take any form, depending on the type of lesson and imagination of the Teaching Advisors, provided that the ultimate goal is fulfilled. Feedback/a correct answer is given for each assignment.

Interactive activities may include the following:

- 2-3 scientific papers / lesson for critical analysis
- At least 1 discussion forum question on a current topic, student commentary and analysis
- 2 videos (one of the videos to involve a real world case study) and relevant commentary by the student
- At least 1 quiz (multiple choice)

This model is implemented to ensure:

1. Interaction with students
2. The students' participation in the learning procedure
3. The development of critical thinking
4. Familiarity with research
5. The interaction between theory and practice

Teaching methods

Notes and slides in electronic form via the online platform

Basic textbooks and additional bibliography per lesson

Preparing assignments

Meetings with teachers

Online platform discussions

Web links

Self-assessment activities: understanding the educational material.

Online study materials: e-learning material is posted and available

Student Discussion Forum: This is an open space where students can exchange views, seek support from their peers, collaborate on problem solving, and discuss any topic related to the courses they are attending.

Study skills: expert advice on exam preparation and the development of digital skills to facilitate student study.

6.3 Library

The Library of Neapolis University Pafos provides access to a vast collection of sources, in printed books, electronic databases, and ten thousand titles of printed materials. It has subscription access to three hundred thousand e-books and over five million electronic articles that largely cover all the programmes taught at the University.

The student can search for library material either from the Ebsco Discovery Service, or the search engine.

University identification

The University ID, available to all new students, allows them to borrow books from the Library, access computers, use the sports facilities, etc.

Keeping the card in good condition is the responsibility of the student.

Replacing it will be charged at an additional cost.

Borrowing books

Library users who have acquired membership and who have no outstanding obligations, are entitled to borrow Library material.

Users present their membership card whenever they wish to borrow books or other material.

The Policy and Procedure for the library (NUP 05.210) applies.

Rules of Operation for the Library

Students should:

- Maintain silence in the Library.
- Keep the Library clean.
- Comply with the Librarian's instructions.
- Return the borrowed material on time.
- Follow the applicable copyright laws and regulations as they apply to the Library.

Informative Education

The Library's informative education programme consists of the following activities:

Guided Tours

The Library offers schools in Cyprus guided tours of Neapolis University

Introductory seminar

The seminar is aimed at new Library users and provides important information on library material, its main services, rules and effective use.

Information Resource Search Seminars

The seminars are aimed at students of the University (Conventional and Distance) and provide information on how to search for information. These seminars are offered in the classrooms as well as online, which are also stored on Moodle.

The seminars are aimed at new Library users and provide important information on library material, its main services, rules and effective use.

Bibliographic management

The seminar on the use of bibliographical references is aimed at students of both Conventional and Distance Learning courses.

Hephaestus Repository

The Institutional Repository HEPHAESTUS has open access and collects all the digital material of the various activities of the University.

The repository demonstrates the University's intellectual life, research activities and publications. In this way it preserves, recognises and promotes scientific research for the benefit of the local and international community.

Dissertation Writing

The Library provides guidance on the formulation of the University's dissertations through general guides that students can use to assist them in the writing of their dissertations. Special guides are provided by the School Secretariats.

Turnitin plagiarism tool

The Turnitin online application can help prevent plagiarism, as it is an effective text comparison tool for verifying originality.

This tool is used by 10,000 educational institutions in more than 126 countries worldwide. Turnitin is a very useful tool for teachers, undergraduate and postgraduate students, as it enables them to verify the authenticity and originality of their work. Among others, it also supports the Greek language.

The submission of a final rate of uniformity is a prerequisite for the evaluation of any undergraduate, postgraduate assignments and doctoral thesis.

The Policy and Procedure for Ensuring Plagiarism Control (NUP01.310) applies.

6.4 IT Services

Neapolis University's IT Services support the needs of teaching, research, learning and information technologies and the design, provision and maintenance of modern systems that support the University's educational and administrative work.

The IT Services are divided into three (3) departments which are managed by the IT Services Director. The technical department is responsible for the proper operation of the IT equipment available within the University's premises. The software department is responsible for the software programs and the Moodle platform that are installed on the University's computers. The Multimedia Department is responsible for the proper functioning of the University's website.

Providing Support for IT Services

If a student needs help with a matter related to software, hardware or any of the above services, they may:

- Send a message to it_support@nup.ac.cy
- Call 26843344

The University's electronic platform (Moodle)

Moodle is an open source Learning Management System that enables the teacher to create an online learning environment through which the following are implemented:

- Real-time discussions between participants
- Polls that allow the Academic Personal Advisor to evaluate students' views on the lesson
- Post files and share them with other users of the platform
- Posts, reproductions and data collections from audio, video, pdfs
- Connections to other systems such as Open Badges, Activity Directory, Google Drive & YouTube
- Discussion and implementation of research tools, discussion forums, and survey tools
- Evaluation and monitoring of users' progress

Moodle also allows the creation of various types of interactive educational material:

- Assignments (posting files which are examined and graded by the teacher)
- Options (questions)
- Online tests (quiz)
- Research (with findings available to the teacher or other students)
- Websites, graphics, JavaScript programs, presentations, and anything that works in a browser.

More details can be found in the "Moodle User Guide"

WizIQ

This platform simulates a virtual classroom in which the Teaching Advisor remotely teaches/ guides/ supports students in their heuristic path to knowledge.

More specifically:

- Teaching Advisors create virtual classes that can operate simultaneously, so that different lessons can take place at the same time.
- Students enrolled in this course are updated through their diary of relevant details (e.g. date, time, subject of meeting).
- Students can access and participate at the pre-determined time.
- Each scheduled virtual classroom is recorded and students can follow it asynchronously, at the time, pace, and as often as they wish.

The related tools offered by the WizIQ platform are:

- Participation of students in the discussion/ lesson with the activation of a special icon, displayed on the PC's desktop
- Informing the teacher with the image of a lifted "hand" next to the student's name
- Camera and microphone control
- Extending the time of the conference call
- Creating a vote
- Ability to share the teacher's screen with students
- Importing/ uploading files, documents, multimedia and more
- Common discussion area

All of the above possibilities are provided, regardless of whether the participants (teacher and students) are at the University or at home.

More details can be found in the "WizIQ User Guide".

Online Electronic Mail

Every student's private electronic mail at Neapolis University is accessible online at <http://mail.nup.ac.cy>. This application, also known as Outlook Web Access (OWA), is online and offers all the features that Microsoft Outlook (a part of MS Office) offers. OWA provides access to texts stored in Microsoft SharePoint and other online storage sites. It can be used in cafes, public areas and anywhere there is access to the Internet. To enter, use the username and password provided by the University.

6.5 Counselling Centre for Research and Psychological Services (CE.S.E.N.D.)

Mission

In concert with the university's position on human dignity and diversity, the mission of the CE.S.E.N.D. is to create and foster an accessible Neapolis community where students with disabilities have an equal opportunity to participate fully in all aspects of its educational environment. The CE.S.E.N.D. will:

- Assist students in meeting individual needs and interests on campus, and
- Provide awareness of the needs of students with disabilities to the campus community to foster and promote their inclusion in the diverse campus student population.

Procedures and Guidelines for the Accommodation Process

Students with disabilities may be entitled to accommodation and/or academic adjustments designed to give them equal access to the university's resources. The procedures guiding the accommodation process are detailed in the section below.

Accommodation Process Summary

In order to receive accommodations, students must:

- Complete the section of the Application Form in reference to any disability
- Provide appropriate documentation to the CE.S.E.N.D. either in person or via e-mail at keaaa@nup.ac.cy,
- Meet with the CE.S.E.N.D. each semester, PRIOR to the need for requested accommodation,
- Identify in that meeting the courses for which accommodation is requested,
- Deliver the accommodation letter provided by the CE.S.E.N.D. to each instructor and discuss classroom needs with the instructor, and
- Notify the CE.S.E.N.D. when accommodations are not working, or do not meet students' needs.
- The CE.S.E.N.D. of Neapolis University, is the designated office to identify and implement the necessary accommodation for all undergraduate and graduate students with identified and documented disabilities who require them. Determining any accommodation is made on a case-by-case basis.

6.6 Counselling Centre for Research and Psychological Services

Students who are enrolled in the Distance Learning Programmes at Neapolis University have the same access to the Counseling Centre for Research and Psychological Services (SKEPSI) as every other student. Upon initial contact with the Counseling Centre, there is an initial assessment of needs and a development of a treatment plan. Even though the Centre's services are usually offered in-person, special arrangements can be made for students that are admitted at Distance Learning programmes and cannot attend in-person meetings. The same applies to students who have some form of disability and cannot physically come to the university.

Online services by the Counseling Centre can be provided via appropriate software such as Skype (or similar) and abiding by the ethical code for psychologists consulting via online software. The counselor offers support and/or psychotherapy to distance students who wish to have the Center's services.

A student enrolled in a distance programme at Neapolis University should contact the Counselling Centre via e-mail at skepsi@nup.ac.cy or telephone via 26843425 / 96417024 to book an initial electronic consultation.

Aims and Objectives

The Counselling Centre for Research and Psychological Services – SKEPSI – is under the Neapolis University Division of Student Affairs and supervised by the Department of Psychology. The primary purpose of SKEPSI is to provide free, confidential professional counselling services, including individual, group, marriage, child and/or family psychotherapy, to all University students and the wider community of Pafos and Cyprus. It also aims at investigating the needs of the community and assessing its effectiveness in order to improve the quality of its services.

The Counselling Centre

The Counselling Centre offers short-term counselling and other evidence-based mental health support options such as self-help resources and group events. Its team is comprised of experienced licensed psychologists and professionally qualified counsellors in line with the Centre's policy on clinical need and counselling provision.

The Centre follows the Code of Ethics of Psychologists and has its own Code of Practice on Confidentiality and Data Protection detailing the nature and limits of confidentiality. A copy of the Centre's Code of Practice is given to every client prior to initial assessment.

Location and opening hours

The counselling centre operates out of the main campus and is located in the Psychology Department. The centre is open daily Monday to Friday 8am to 8pm and by appointment throughout the year.

Support Services

The secondary objective of the Counselling Centre is to enhance and encourage the emotional well-being and mental health of not only the Neapolis University students and those who support them, but also the wider Pafos community. The Centre seeks to reach this objective by:

- providing professional assessments and counseling for career guidance
- designing and implementing educational programmes and prevention programmes to be presented in the university and the community
- providing psychological assessments of general personal functions, abilities, emotional disturbances, learning difficulties and professional orientation
- facilitating personal development presentations/workshops for students and the wider community
- offering advice and support to academic staff concerned for the mental and emotional well-being of their students and relatives
- promoting understanding and acceptance of self and others in terms of gender, race, nationality, religion, age, political beliefs, and sexual orientation
- contributing to training and the development of programs organized for staff and students by other departments of the University
- providing consulting services, by collaborating and liaising with colleagues in other University services
- offering high quality placements to counsellors in training and to maintain levels of education that are consistent with Cypriot and European Union legislation
- monitoring the effectiveness and quality of program consultancy and to revise them if and when necessary and by
- providing evidence-based self-help.

6.7 Security

Student safety is a matter of the utmost importance to the Management of Neapolis University.

Response procedures have been developed for emergency situations that can occur in large buildings designed to prepare students for the arrival of government services such as the police, fire brigade and emergency medical services.

The various emergencies are handled by the crisis team, which consists of staff and student representatives according to the instructions of the Campus Director.

Due to the complexity of today's technology and interoperability systems, any emergency can lead to a rapid escalation of events if not properly addressed. Our goal is to identify the various areas where an incident may occur and provide the initial steps to handle common events.

Security Personnel

The Security Personnel is responsible for your safety during your stay at the University. The University has trained receptionists and security guards who handle any security problems 24/7.

Lost items

A large number of items are found at the University each year and delivered to the University Reception. The Reception Department is responsible for receiving, recording and delivering lost items to their owners. In case something is lost the student immediately informs Reception. If found, he can claim it once he has answered a few questions to prove his identity.

The University is not responsible for any loss or damage to the personal belongings of its students on the University's premises.

6.8 Healthcare Services

The Cyprus Healthcare System consists of a network of public and private hospitals, clinics, self-employed doctors, diagnostic centres and pharmacies.

The Public Healthcare Service (PHS) in Cyprus provides medical treatment to residents and visitors through a wide range of services in the District and Regional Public Hospitals. Paphos General Hospital is located on Achepans Street, 8026.

There are also several private hospitals and clinics throughout the district of Paphos that offer a high level of medicine.

University students can benefit from reduced-cost medical care at IASIS Private Hospital, a member of the Leptos Group, which is just 5 minutes from the campus on 8, North Ipiros Street. For further information students may contact the University's Student Welfare office, or visit the IASIS Hospital website (www.iasishospital.com).

It is recommended that students obtain a private medical insurance card that offers coverage for all hospital care in Cyprus, both in government and private hospitals.

Students from EU countries who hold the European Health Insurance Card are entitled to free or reduced-cost treatment in public hospitals. For non-EU students, medical insurance is compulsory due to immigration regulations and student visa requirements. Students without a medical card may continue to use the Government Medical Services, but will have to bear the full cost of any care or treatment.

7. RULES OF STUDY

7.1 Students' Rights and Obligations

Students' Rights

- They may express themselves and act freely within the University's premises, provided they do not violate any relevant rules, regulations or laws.
- They have the right to know the study material, the method of assessment and the percentages that each part of assessment receives, at the beginning of the course.
- Upon their enrolment, they receive a Student Handbook from the University's Authorities, detailing the operation of the University, the rules governing the rights and obligations of students, and clarifications on other relevant study matters.
- By enrolling, they automatically become members of the University's Student Association. It is understood that students have the right to form Special Student Unions, which will promote academic, cultural, social and sporting issues and in which all students are free to participate. A prerequisite for the operation of these Unions is the approval of their aims and activities by the University's Council.
- They have the right to file a complaint with the University's Complaints Committee.
- They can use all University premises (Library, Laboratories, etc.).

Students' Obligations

- They do not interfere with the smooth operation of the University, nor do they disrupt public order or destroy University property or endanger the physical integrity of persons located on the University's campus.
- They respect academic ethics, do not copy the intellectual work of others and do not use deception in exams, nor do they falsify.
- In case they change their personal information, they immediately inform the Secretariat.
- They participate in lessons and do not take actions that would impede the smooth delivery of the lesson.
- They collaborate with their Personal Academic Advisor and prepare their study plan for the following years.
- They respect and follow the rules set forth by the University's Financial Policy.

- They do not in any way deceive the University.
- They behave in a decent manner both towards teachers and their peers.
- They accept each person's individuality.

7.2 Student Code of Ethics

The "Student Code of Ethics" lists the University's regulations, what is defined as a disciplinary misconduct, indicative penalties that may be imposed on a student who commits a disciplinary misconduct.

7.3 Filing a complaint

"Filing a complaint" describes the expression of dissatisfaction with a programme or lesson, with the University's Administration, its facilities and services, actions or omissions of staff. Complaints must be treated fairly and in such a way that they work well for the students. Students have the right to report any type of violation of their rights.

To file a complaint, the student first communicates with the Student Affairs Office. The officer discusses the matter with the student and gives him/her the complaint form to complete.

The student fills out the form and can submit it to the Student Affairs Office in person, leave it in the complaint box outside the office, or send it electronically.

Please note that, for complaints regarding course grades after the announcement of results, students address their School Secretariat.

Email: student.affairs@nup.ac.cy

Tel. 26843359

Office hours: 8:30- 13:00 , 14:30 – 16:00

The Policy and Procedure for complaints of students (NUP 07.200) applies.

8. STUDY PROCEDURES

8.1 Issuing Certificates

Students may request the School Secretariat to issue certificates (attendance certificate, student sponsorship certificate, transcript) by completing the relevant form.

8.2 Course registration

Course registration is done through the University's student electronic platform (Moodle) and the days of registration are set in the Academic Calendar.

Each student can apply for up to 30 ECTS per semester. In special cases up to 36 credits may be registered, with the approval of the Personal Academic Advisor. For larger loads, that is 37-42 ECTS, approval by the Head of the Department is required.

Indicative cases where a student may be approved to apply for more credit units (ECTS) are when he /she has to re-take courses, when he/she has recognised courses, or when he/she is a graduate student.

Students who have failed chain courses will be able to register in the following year's courses, as long as they also register in the prerequisite courses.

The course registration confirms the student's enrolment in the semester of study.

Students who have financial obligations pending will not be able to proceed with the course registration.

Students who repeat the year will only be able to register the courses they have failed.

8.3 Distribution into audiences

After completing the course registrations, the students of each course are divided into audiences with their respective teachers.

8.4 Credits Recognition (ECTS)

Students that hold a Postgraduate Degree from a recognised University may have courses recognised, provided that in their previous studies they have been taught and examined in courses related to those of the programme in which they apply to be admitted. Students can have up to one third of the credits required to complete the curriculum recognised.

The "Credit Recognition Policy and Procedure and Credit Transfer (NUP Policy and Procedure 03.590)" applies to Credit Recognition.

8.5 Suspension of study

Students may apply for suspension of study for one (1) or two (2) semesters. The total period of suspension may not exceed two (2) semesters, unless specific reasons apply.

The form is to be completed and submitted either hard copy or electronically to the Department's Administrator with the necessary documents. Forms for Fall Semester can be submitted the latest on the 15th of November and for Spring Semester the latest on the 15th of March without any finance charges.

The Head of the Department or Programme Director decides whether the request for suspension will be accepted.

The Secretariat informs the Library, the Financial Services Department and the Registrar to check for any outstanding issues.

After reviewing the case, the student is informed of the outcome of the application in writing, as well as of any outstanding issues.

The semester, during which the student has suspended his / her studies, is not counted in the time of study and does not appear in the official transcript of the student.

Please note that a student who terminates his / her suspension of study will attend the programme which is enforced at the time.

8.6 Student Withdraw

Students wishing to withdraw from the University must declare it and send a relevant application form to the Secretariat before the start of the semester or within the first two (2) weeks of the semester.

The Head of the Department or Programme Director examines the withdrawal form.

The Secretariat informs the Library, the Financial Services Department and the Registrar to check for any outstanding issues.

After reviewing the case, the student is informed of the outcome of the application in writing, as well as of any outstanding issues.

8.7 Student re-enrolment

Students who wish to return to the University must complete an application which they send to the Secretariat before the start of the semester or within the first two (2) weeks of the semester.

The Secretariat informs the Library, the Financial Services Department and the Registrar to check for any outstanding issues.

After reviewing the case, the student is informed of the outcome of the application in writing, as well as of any outstanding issues.

8.8 Termination of study

The University proceeds with its own automatic termination of study and disables contact when the student has fulfilled one of the following conditions:

- He/she has received a total grade of 0 in all registered courses for two consecutive semesters.
- He/she has not registered courses for two consecutive semesters.
- After suspension he/she has not registered any courses.
- He/she has not completed his/her studies within the maximum duration for completion of study.
- The student committed a disciplinary offense, for which the Disciplinary Committee and the Senate have decided to remove the student's status.
- He/she does not fulfill his/her financial obligations. This debt becomes due and payable immediately.

The Secretariat informs the student in writing regarding his erasure. The student may file an appeal within fifteen (15) days justifying his/her absence. Otherwise, the University shall proceed to erase him/her from the University's Record.

9. EXAMINATION PROCEDURES

9.1 Examination rules

Students who have included in their course registration the corresponding courses for the academic semester to which the current exam period corresponds, are eligible to take the semester's exams. Also, students who re-take specific courses can participate.

In addition, any financial obligations towards the University must have been settled.

The student is obliged to:

- be in the examination room at least half an hour before the designated exam time
- have his/her university ID with him/her
- comply with the invigilators' instructions
- leave his/her personal belongings at the entrance or at the point indicated by the invigilator
- write his/her answers only on the special answer sheets

The student cannot:

- leave the exam room unless 30 minutes have passed
- be accepted into the room 30 minutes after the examination has started, unless special reasons are given.

9.2 Registering an examination centre

Approximately three (3) months before the start of the examination period, the Secretariat informs the students to register their examination centre on Moodle. Specifically, students are invited through this process to state, depending on the city, the examination centre where they will take their final exams (Athens, Thessaloniki, Rhodes, Crete, Paphos). On the examination centre statement there are four (4) basic days of examination, e.g. two consecutive weekends. Students have ten (10) days to submit their statement.

9.3 Course assessment

Each course can be examined twice (2) per academic year. Once during the semester examinations (fall and spring) and once during the re-sit examination.

General assessment criteria

- The percentage of the grade of each assessment for all the Curricula is determined according to the nature of the course, is communicated in time to the students and is always mentioned in the Programme Guide separately.
- In order to complete the course, it is necessary to participate in the interactive activities in a way that is described in the Guide of each respective study programme.
- A prerequisite is that the student receives both in the final grade and the mid-term grade a score of at least 50%.
- In case of failure in part of the assessment (mid-term, final) in the first attempt, the student is re-examined in that part of the assessment that he/she has failed. If he/she fails in both parts of the assessment then he/she is re-examined in both of these parts.
- During the re-sit examination the maximum possible score is 64.

At the end of the academic year, the Assessment Board convenes to validate the results of the assessments.

A student who failed and/or did not show up for an exam in a specific course for 2 consecutive attempts is defined as failure in the entire course (exam and coursework). The course is considered a retake course and the student must re-register.

It is noted that the assessment can be graded and/or differentiated by a member of the Academic Teaching Team apart from the course instructor.

The Policy and Procedure "Ensuring transparency of assessment" is applied (NUP 03.710)

9.3.1 Mid-term assessment

The aim of the mid-term assessment is to implement alternative assessment methods that can provide a greater and more qualitative variety of information for students' knowledge and skills, as well as give students the opportunity to become active participants in the assessment process and its criteria.

Indicatively and in accordance with the specificities of each programme:

- The Content of Ideas as it will eventually be reflected in the assignment, is perceived as the result of a student formative process and is assessed at 40% of the overall mid-term assignment score.
- The remaining 60% results from the following:

Structure: 15%

Presentation: 10%

Language: 10%

Research: 25%

The assignments are in principle and indicatively submitted during the 8th week, therefore the indicative timetable within the 13 weeks of the academic semester is as follows:

Week 2: The Coordinator posts an assignment topic of each course after approval by the Programme Director.

Week 2 - Week 7: refers to the interactive and participatory procedure that eventually leads to the Content of Ideas and accounts for 40% of the assignment's grade: assignment-based activities and other course topics, Quiz, Video, Research Papers, Commentary and analysis.

In this context, the following are expected with Moodle documentation (again depending on the programme of study):

- 2-3 scientific papers / course for critical analysis
- At least 1 discussion forum question on a current topic, relevant commentary by the students and analysis
- 2 videos (one of the two videos to involve a real world case study) and relevant commentary by the student
- At least 1 quiz (multiple choice)

Week 8: Submission of assignment

Week 9: Peer review from students regarding the content of the assignment, commentary, analysis and creative critique in collaboration with the teacher.

Week 10: Assignment grading by the teacher.

Week 11: Discussing grades (feedback on assignments)

This model is implemented to ensure:

1. Interaction with students
2. Students' participation in the learning procedure
3. Development of critical thinking
4. Familiarity with research
5. Interaction between theory and practice

9.3.2 Peer assessment

In this context peer assessment is encouraged, in which students are involved in a process that is traditionally performed by the teacher exclusively. This process is proposed in two ways: one of them requires students to assess the work and activities of other students with specific assessment criteria provided to them, while the other is to design the assessment criteria themselves.

By grading their peer's assignments or activities, students realise mistakes and omissions in their own assignments and thus learn on the one hand, and cultivate assessment, reasoning, and self-assessment skills on the other.

9.3.3 Alternative techniques

It is important to note that when it comes to student assessment, not only traditional types of assignments are followed, but also alternative techniques, as many of them contain elements of critical analysis, a link to modern reality, a link to the experience of students, while assignments can also be of a creative nature, such as a video, poster, etc.

The degree to which students are involved in interactive initiatives can also be part of, or their entire, mid-term assessment.

9.4 Final written examinations

The Academic Calendar specifies the exam period of the two semesters. Examination dates for each course are announced at a later stage.

In the final written exams participation is compulsory and the physical presence of the student is required.

9.5 Repeating the year of study

A student who has only completed courses corresponding to up to twelve (12) ECTS credits throughout his/her entire year of study is required to repeat the year, registering only the courses in which he/she has failed.

It should be noted that the courses that the student has succeeded in are not repeated.

9.6 Examination rules for students with special educational needs

After the student has informed the Psychological Support Service and provided the necessary supporting documents, he/she may receive special treatment as to how he/she will be examined in the courses.

The Head of the Psychological Support Service in collaboration with the Secretariat informs the teachers on how the student will be examined in the course.

The Policy and Procedure for Support of Students with Special Educational Needs and Disabilities and the Process of their Integration in the Community (NUP 07.400) applies.

9.7 Absence from examinations

"Special cases of absence from examinations" are defined as cases, whether personal or not, which are beyond the control of the student and prevent the latter from participating in the final assessment of the course.

A student who considers that his or her absence is a special case of absence, should submit to the Secretariat justification of absence within ten (10) days from the date of the examination.

The Department's Board decides whether the student's supporting document:

- is sufficient to justify his/her absence
- states special circumstances that really prevented the student from taking the exams

The decision to approve the request and the reasons for the decisions are made known to the student after the announcement of the results.

In case the absence is justified the re-take of assessment is considered as a first attempt. Otherwise, it is considered as a second attempt.

In case the absence is justified, the student must always participate in the next exam period the course is examined.

9.8 Application for a re-grade

Every student has the right to apply for a re-grade and re-assessment of his/her paper, as long as he/she completes the relevant form.

The student may ask the teacher to point out the errors in his/her paper and explain how he/she has been graded.

The request for a re-grade must be submitted within fifteen (15) days from the announcement of the results.

The application is initially examined by the course instructor. The student is then informed, and if unsatisfied with the answer, he/she has the right to request a re-grade from the Assessment Board of the Department within seven (7) days.

10. STUDENT LIFE

10.1 Student Welfare Service

Student well-being is a primary goal for Neapolis University Pafos.

The Student Welfare office provides important information and services to students in order for them to feel safe in their academic environment, trying as much as possible to meet their needs, requirements and expectations for personal development.

The office aims to contribute to the academic and personal guidance of the students, their social support, wellbeing, health and safety so they can meet the challenges that may arise during their student experience.

The office coordinates the creation of clubs and is responsible for the smooth conduct of student elections. In collaboration with the Student Association, it organises events for the students.

10.2 Neapolis University's Students' Association

Mission of the Association

The participation of each student in the Students' Association is very important for the cultivation of good relationships among students and the development of friendships.

Each registered student of Neapolis University automatically becomes a member of the Association.

Mission of the Association:

- Submitting proposals to the Academic or other Authorities of the University for the better and smoother operation of the University's Departments.
- Protecting, safeguarding, preserving and promoting the rights of the University's students.
- Collaboration with other student associations and unions with common aspirations and interests, in Cyprus and abroad.
- The students' wellbeing.
- Raising the cultural level and social interest of students, participating in the exchange and promotion of scientific information and disseminating the achievements of the Sciences.
- Providing help and support to students.

10.3 Representation of Neapolis University's Students' Association

Students elect their representatives annually, in electoral procedures that take place until the 15/11 of each year, electing a five-member Council of Representatives. The five-member Council of Representatives convenes and elects a President, Vice-President and members.

Then, the members of the Students' Association elect, by universal procedure, the Student Representative who participates with an advisory role in the General Assemblies of the Department, Pedagogical Planning Unit, Quality Assurance Committee, and the Student Welfare Committee.

The President of the Association is a member of the University's Senate.

10.4 Internet clubs

DESCRIPTION

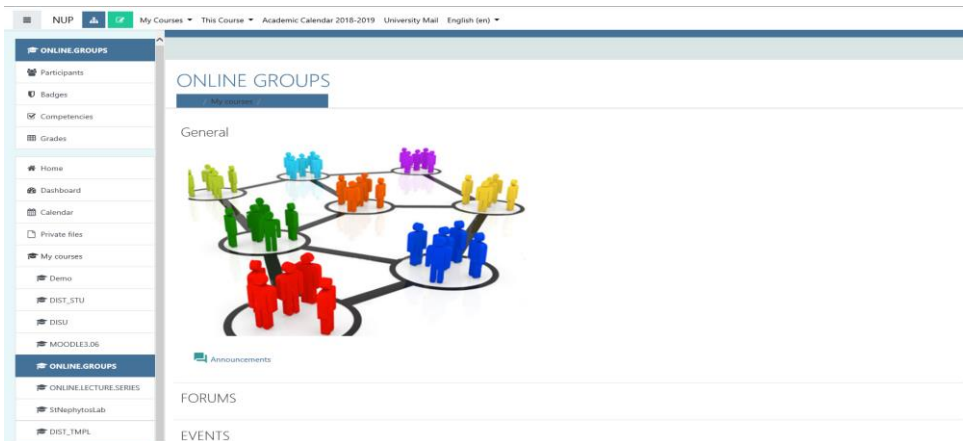
Internet Clubs are part of the University's Student Affairs service to its students. It enables online social gatherings among students with common interests and activities. Online group games, competitions, etc. are among the activities that can be developed, enhancing student socialisation, synergy and teamwork.

AIM

Strengthening the sense of community, participation and exchange of knowledge among all its members, especially Distance Learning students, as well as the development of knowledge and skills through the online social gathering of the University's academic community, as part of a wellness process.

STRUCTURE

The Internet Clubs have been built on the Moodle platform and offer all the capabilities the platform offers for posting and uploading material. Video conferencing has been incorporated to allow the creation of live video conferences. Administrators can also create discussion and assessment platforms as well as post/ upload material from other sources such as the University's Library and the NUP Web TV.



10.5 Erasmus Office

At Neapolis University students have the opportunity to study for a period of time in another European country. This opportunity is offered through the Erasmus programme, which allows student mobility in all Universities of the European Union. Neapolis University is actively involved in the Erasmus programme, maintaining an Erasmus Office which provides support to students, in order to study for a length of time in partner institutions in other countries participating in the Programme. The Office also assists in the implementation of the European Credit Transfer System (ECTS).

Under the auspices of Erasmus, Neapolis University has signed student exchange agreements with various European countries, from which one can choose. The operation of the Programme is facilitated through inter-university cooperation agreements.

More information can be found at: <https://www.nup.ac.cy/gr/study-in-cyprus/erasmus-programme/>

10.6 Industry Liaison Office

Neapolis University's Liaison Office was launched in September 2014 with the aim of connecting students and academics of the University with the business world of Paphos, but also within the framework of the project "Development and operation of Liaison Offices with the Business world in Universities operating in the Republic of Cyprus".

The Liaison Office continues to operate within the framework of the project "University Liaison Offices with the labour market", for the programme period 2014-2020 and is funded by the European Union Structural Funds through the European Social Fund Unit in Cyprus and by national resources.

The Liaison Office aims to further enhance the University community's connection to the labour market and its real needs, but also to place students in host organisations (companies and businesses) during their study programmes.

All Liaison Office services/ activities offered are aimed at the comprehensive support and service of the students of Neapolis University and are subject to the General Data Protection Regulation.

Student placement

Students who choose the practical training in their curriculum must contact the Academic Supervisor of their Department of Studies and then the Liaison Office of Neapolis University. The placement of students is carried out in organisations and companies (host organisations) that are active in subjects related to the discipline of the Department of Studies of Neapolis University's students and its duration is determined by the Department of Studies. The procedure and institutional framework of placement is described in more detail in the Placement Guide.

The Policy and Procedure for Establishment of the Placement and the Practical Training in Neapolis University's Study Programmes (NUP 03.900) applies.

10.7 Alumni office

The Alumni Office of Neapolis University has been created to serve and support the graduates of the University. It helps to strengthen relationships between alumni and the university's community, but also to connect them with the local and wider society.

The role of the Alumni Office is to develop and promote the opportunities of Neapolis University's graduates through activities and initiatives providing ongoing support to their professional development, as well as opportunities for their professional and academic development. In addition, the Alumni Office supports the participation of graduates in Practical Training Programmes and European Youth Training Programmes, in collaboration with the University's Liaison Office.

The operation of the Alumni Office is subject to the General Data Protection Regulation.

The Policy and Procedure on alumni professional development (NUP 07.910) applies.

Alumni Association

The Alumni Office aims to strengthen the network of Neapolis University's graduates which will result in the continuous contact and cooperation of its members. Graduates of the University can register with the University's contact list through the online platform (<https://www.nup.ac.cy/gr/alumni/>), in order to become members of the Alumni Association. Members of the Alumni Association will be informed by the Alumni Office of professional and scientific opportunities, the organisation of various events and seminars being held at the University and elsewhere, the organisation of Career Day and other topics of interest to them. In addition, members of the Association will have a special card with various benefits and receive newsletters and the University's annual journal.

10.8 Greek Language School

Students of all languages have the opportunity to study at the Greek Language School for free and be taught Greek at a basic level. The Greek Language School follows the Greek language course and at the end of each academic year students take exams according to their level.

More information can be found at: <https://www.nup.ac.cy/gr/greek-language-school-g-l-s/>

11. SCHOOLS AND PROGRAMMES OF STUDY

DISTANCE LEARNING POSTGRADUATE PROGRAMMES					
School of Economics, Administration and Computer Science					
Abbreviation	English Title of the Programme	Level of studies	Programme Type	Duration of Programme	ECTS
Department of Economics and Business					
D_MBA	D_MBA	Master	Distance	3	90
D_MBATOUR	MBA in Tourism Distance Learning	Master	Distance	3	90
D_MPA	D_Master in Public Administration(MPA) - Specialisation: General Administration , Educational Administration, Health Administration	Master	Distance	3	90
D_MScDM	MSc in Digital Marketing-Distance Learning	Master	Distance	3	90
Department of Computer Science					
D_MScSDI	Information Systems and Digital Innovation-Distance Learning	Master	Distance	3	90
School of Law					
Abbreviation	English Title of the Programme	Level of studies	Programme Type	Duration of Programme	ECTS
Department of Law					
D_LLMIEBL	Master of Laws (LLM) in International and European Business Law- Distance learning	Master	Distance	3	90
School of Social Sciences, Arts and Humanities					

Abbreviation	English Title of the Programme	Level of studies	Programme Type	Duration of Programme	ECTS
Department of History, Politics and International Studies					
D-MScIRS	International Relations, Strategy and Security-Distance Learning	Master	Distance	3	90
D_MAHIST	D_MA in Modern and Contemporary History	Master	Distance	3	90
D_MScEPG	European Politics & Governance-Distance Learning	Master	Distance	3	90
Department of Theological Studies					
D_THEO	Master's in Theology Distance Learning	Master	Distance	3	90
School of Health Sciences					
Abbreviation	English Title of the Programme	Level of studies	Programme Type	Duration of Programme	ECTS
Department of Psychology					
D_MScEP	D_MSc in Educational Psychology	Master	Distance	3	90

ACADEMIC AND ADMINISTRATIVE STAFF OF THE DISTANCE LEARNING UNIT

Head of the Distance Learning Unit:

Anastasia Reppa- Professor

Educational Technologist

Dr. Kyrikoula Georgiou

Instructional Designer

Ioulita Aggelopoulou

Distance Learning Unit Administrator

Aggelina Agapiou

	Title of the Programme	Program Coordinators
D_MBA	D_MBA	Papademetriou Christos
D_MBATOUR	MBA in Tourism Distance Learning	Varelas Sotirios
D_MPA	D_Master in Public Administration(MPA)- Specialisation: General Administration , Educational Administration, Health Administration	General Coordinator: Charalampos Chrysomallidis 1)General Administration: Meramveliotakis Giorgos 2) Educational Administration:Reppa Anastasia 3) Health Administration: Latsou Demetra
D_MScSDI	Information Systems and Digital Innovation-Distance Learning	Zinonos Zinonas
D_MScDM	MSc in Digital Marketing-Distance Learning	Masouras Andreas
D_LLMIEBL	Master of Laws (LLM) in International and European Business Law- Distance learning	Papanastasiou Thomas-Nektarios
D-MScIRS	International Relations, Strategy and Security-Distance Learning	Sklias Pantelis
D_MAHIST	D_MA in Modern and Contemporary History	Klapsis Antonis
D_MScEPG	European Politics & Governance-Distance Learning	Sklias Pantelis, Mersilia Anastasiadou
D_THEO	Master's in Theology Distance Learning	Martzelos Georgios
D_MScEP	D_MSc in Educational Psychology	Koundourou Christiana

11.1 School of Economics, Administration and Computer Science

Dean

Maria Psillaki

11.1.1 Department of Economics and Business

Head of Department

Christos Christodoulou-Volos

D_MBA

1st Semester			
Course Code	Course Name	Course Type	ECTS
DMBA550	Accounting and Financial Statements Analysis	Compulsory	7,5
DMBA561	Marketing Management & Business Communication	Compulsory	7,5
DMBA580	Leadership and Organizational Behaviour	Compulsory	7,5
DMBA620	Quantitative Business Analysis	Compulsory	7,5
2nd Semester			
Course Code	Course Name	Course Type	ECTS
DMBA541	Financial Management	Compulsory	7,5
DMBA571	Operations Management	Compulsory	7,5
DMBA581	Business Strategy	Compulsory	7,5
DMBA590	Human Resources Management	Compulsory	7,5
3rd Semester			

1 st Option			
Course Code	Course Name	Course Type	ECTS
DMBA600	Business Research Methods	Compulsory	7,5
DMBA650	Dissertation	Elective	7,5
3 rd Semester			
2 nd Option			
Course Code	Course Name	Course Type	ECTS
DMBA600	Business Research Methods	Compulsory	7,5
	3 options of the following Elective Courses		
DMBA530	Managerial Economics	Elective	7,5
DMBA565	Consumer Behavior	Elective	7,5
DMBA575	Total Quality Management	Elective	7,5
DMBA584	Entrepreneurship and Innovation	Elective	7,5
DMBA585	Small Business Management	Elective	7,5
DMBA595	Project Management	Elective	7,5

MBA in Tourism Distance Learning

1 st Semester			
Code	Title	Type	ECTS
DMBA550	Financial and Managerial Accounting	Compulsory	7.5
DMBA561	Marketing Management & Business Communication	Compulsory	7.5
DMBA580	Leadership and Organizational Behaviour	Compulsory	7.5
DMBA500	Research Methods and Data Analysis	Compulsory	7.5
2 nd Semester			

Code	Title	Type	ECTS
DTOUR520	Tour Operating Management	Compulsory	7.5
DTOUR550	Economics of Tourism and Hospitality	Compulsory	7.5
DTOUR570	Strategic Destination Management	Compulsory	7.5
DTOUR530	Hospitality Operations Management	Optional	7.5
DTOUR540	F&B Management and Control	Optional	7.5
DTOUR560	Transportation and Tourism	Optional	7.5
3rd Semester			
Code	Title	Type	ECTS
DTOUR500	Dissertation	Compulsory	30

D_Master in Public Administration(MPA)

1st Semester			
Course Code	Course Name	Course Type	ECTS
DMPA555	Public Administration: Theory and Practice	Compulsory	7,5
DMPA510	Economics of Public Sector – Welfare Economics	Compulsory	7,5
DMPA590	Research Design and Empirical Methods in Social Sciences	Compulsory	7,5
Electives(Students can choose one elective)			
DMPA550	Public Sector Budgeting	Elective	7,5
DMPA530	Public Sector Resource Management	Elective	7,5
Specialization: General Administration			
2nd Semester			
DMPA 545	Public Policy	Compulsory	7,5
DMPA570	Public Policy Evaluation	Compulsory	7,5

DMPA585	European Governance – Negotiations Procedures	Compulsory	7,5
Electives(Students can choose one elective)			
DMPA540	Management of Human Resources in Public Administration	Elective	7,5
DMPA535	Public Sector Financial Reporting and Auditing	Elective	7,5
3 rd Semester			
DMPA600	Public Sector Financial Reporting and Auditing	Compulsory	30
Specialization: Health Administration			
2 nd Semester			
DMPA601	Principles of Administration and Healthcare Management	Compulsory	7,5
DMPA603	Health Systems and Health Policies	Compulsory	7,5
DMPA607	Health Economics	Compulsory	7,5
DMPA520	Management of Human Resources in Health	Compulsory	7,5
3 rd Semester			
DMPA600	Public Sector Financial Reporting and Auditing	Compulsory	30
Specialization: Education Administration			
2 nd Semester			
Compulsory	Educational Leadership and Management of Human Resources	DMPA525	7,5
Compulsory	Counseling and Communication in Education	DMPA604	7,5
Compulsory	Administration and Management in the School Unit	DMPA605	7,5
Compulsory	Design and Development of Analytical Curricula	DMPA606	7,5
3 rd Semester			
DMPA600	Public Sector Financial Reporting and Auditing	Compulsory	30

MSc in Digital Marketing (Distance)

PROGRAM REQUIREMENTS	ECTS
Compulsory courses	60
Elective courses (a) Courses of specialization (b) General Education courses / Free Electives	
Postgraduate Assignment	30
Practical training	
Total ECTS	90

1 st Semester			
Code	Course	Type	ECTS
DDM515	Digital Marketing	Compulsory	7.5
DMBA500	Research Methods and Data Analysis	Compulsory	7.5
DMBA561	Marketing Management & Business Communication	Compulsory	7.5
DDM504	e- Consumer Behavior	Compulsory	7.5
2 nd Semester			
DDM505	Digital Communication and Social Media Strategies	Compulsory	7.5
DDM508	Big Data and Marketing Analytics	Compulsory	7.5
DMBA584	Entrepreneurship and Innovation	Compulsory	7.5
DIS507	Disruptive Technologies	Compulsory	7.5
3 rd Semester			
DMDIS600	Dissertation	Compulsory	30

11.1.2 Department of Computer Science

Head of Department

Savvas Chatzichristofis

Information Systems and Digital Innovation-Distance Learning

1 st Semester			
Code	Title	Type	ECTS
DIS506	Digital Innovation and Entrepreneurship	Compulsory	7.5
DIS503	IT Project Management	Compulsory	7.5
DIS507	Disruptive Technologies	Compulsory	7.5
DIS509	Research Methodology	Compulsory	7.5
2 nd Semester			
DIS502	Problem Solving Programming	Compulsory	7.5
DIS501	Information Systems Analysis and Design	Compulsory	7.5
DIS508	Big Data and Analytics	Compulsory	7.5
DMDB505	Digital Marketing	Elective	7.5
DIS504	Information Security	Elective	7.5
DIS505	Mobile Application Development	Elective	7.5
3 rd Semester			
DIS510	Dissertation	Compulsory	30

11.2 School of Law

Dean

Stelios Perrakis

11.2.1 Department of Law

Head of Department

Stelios Perrakis

Master of Laws (LLM) in International and European Business Law- Distance learning

PROGRAM REQUIREMENTS	ECTS
Compulsory courses	45
Elective courses	
(a) Courses of specialization	15
(b) General Education courses / Free Electives	
Undergraduate / Postgraduate Assignment	30
Practical training	
Total ECTS	90

1 st Semester			
Code	Title	Type	ECTS
DLLM530	International Trade Law	Compulsory	7.5
DLLM525	Internal Market Law	Compulsory	7.5
DLLM560	Energy Law	Compulsory	7.5
DLLM577	Consumer Protection Law/E-Commerce Law	Compulsory	7.5
2 nd Semester			
DLLM580	Private International Law – International Transactions Law	Compulsory	7.5
DLLM540	International Economic Law	Compulsory	7.5

DLLM555	European Competition Law	Compulsory	7.5
DLLM526	European Tourism Law	Compulsory	7.5
3 rd Semester			
DLLM600	Dissertation	Compulsory	30

11.3 School of Social Sciences, Arts and Humanities

Dean

Giorgos Georgis

11.3.1 Department of History, Politics and International Studies

Head of Department

Giorgos Georgis

International Relations, Strategy and Security – Distance Learning

1 st Semester			
Code	Title	Type	ECTS
DIRSS611	International Security and Strategic Studies	Compulsory	7.5
DIRSS612	Strategy and Decision Making	Compulsory	7.5
DIRSS621	Contemporary Issues in Global Politics	Compulsory	7.5
DMETH600	Research Design and Empirical Methods in the Social Sciences	Compulsory	7.5
2 nd Semester			
DIRSS623	International Law and Security	Compulsory	7.5
DIRSS624	Homeland Security	Compulsory	7.5
DIRSS62	Information Security	Compulsory	7.5
DIRSS622	Special Topics in the Eastern Mediterranean and Middle East Security	Elective	7.5
DIRSS625	Peacebuilding and Post-Conflict Reconstruction	Elective	7.5
DMEP500	Foreign Policy, Security and Defense in the European Union	Elective	7.5
3 rd Semester			
DIRSS610	Dissertation	Compulsory	30

D_MA in Modern and Contemporary History

1st Semester			
Course Code	Course Name	Course Type	ECTS
DHIST601	Historical Studies. Theory and methodology of History	Compulsory	7.5
DHIST602	Modern Greek History (1821-1914)	Compulsory	7.5
DHIST603	Modern European History (1789-1914)	Compulsory	7.5
DHIST604	British rule in the Ionian Islands and in Cyprus	Compulsory	7.5
2nd Semester			
Course Code	Course Name	Course Type	ECTS
DHIST605	Greek-Turkish relations	Compulsory	7.5
DHIST606	Contemporary Greek History (1914-1981)	Compulsory	7.5
DHIST607	Contemporary European History (1914-1989)	Compulsory	7.5
DHIST608	History of the Republic of Cyprus	Elective	7.5
DHIST609	Greek political parties (19th-20th century)	Elective	7.5
DHIST610	History of European integration	Elective	7.5
3rd Semester			
Code	Course's title	Type	ECTS
DHIST600	MA Dissertation	Compulsory	30

European Politics & Governance-Distance Learning

A and B Semester Courses			
<p>In the first semester students are required to choose one compulsory course DMETH600 and 3 out of 9 elective courses.</p> <p>In the second semester students are required to choose 4 out of the remaining 6 optional courses.</p> <p>The sequence of elective courses offered per semester is determined by the University at the beginning of each academic year.</p>			
Code	Course Title	Type	ECTS
DMETH600	Research Design and Empirical Methods in the Social Sciences	Compulsory	7,5
DHIST610	History of European Integration	Elective	7,5
DMPA585	European Governance and Negotiation Procedures	Elective	7,5
DMEP400	Theoretical Approaches to European Integration	Elective	7,5
DMEP300	European Political Economy	Elective	7,5
DMEP500	Foreign Policy, Security and Defense in the European Union	Elective	7,5
DMEP600	European Banking System	Elective	7,5
DMEP700	Special Topics on Police and Judicial Cooperation in the European Union	Elective	7,5
DIRSS621	Contemporary Issues in Global Politics	Elective	7,5
DIRSS622	Special Topics in the Eastern Mediterranean and Middle East Security	Elective	7,5
Semester C			
DDIS800	Dissertation	Compulsory	30

11.4 Department of Theological Studies

Head of Department

Giorgos Martzelos

Master's in Theology Distance Learning

1st Semester			
Code	Course Name	Type	ECTS
DTHEO701	Methodology of scientific research and writing	Compulsory	7,5
DTHEO721	Patristic – Systematic Theology	Compulsory	7,5
DTHEO760	Canon Law – Pastoral Theology and Practice	Compulsory	7,5
DTHEO730	Ecclesiastical History	Compulsory	7,5
2nd Semester			
Code	Course Name	Type	ECTS
DTHEO711	Biblical Theology	Compulsory	7,5
DTHEO741	Inter-Christian and Interreligious Dialogue	Compulsory	7,5
DTHEO771	History and Theology of Worship and Byzantine Art	Compulsory	7,5
DTHEO763	Issues of explanation and interpretation of the Bible	Compulsory	7,5
3rd Semester			
DTHEO750	Pedagogics and Christian Pedagogics	Compulsory	7,5
DTHEO790	MA Dissertation	Compulsory	7,5

11.5 School of Health Sciences

Dean

11.5.1 Department of Psychology

Head of Department

Marios Argyrides

D_MSc in Educational Psychology

1st Semester			
Code	Course Name	Type	ECTS
DPSYC501	Developmental Psychology: Domain Specific Development in Childhood and Adolescence	Compulsory	7.5
DPSYC607	Research Methods and Statistics	Compulsory	7.5
DPSYC608	School Counselling	Compulsory	7.5
DPSYC610-1	Independent Research Study I	Compulsory	7.5
2nd Semester			
DPSYC503	Learning: Theoretical Approaches and Educational Implications	Compulsory.	7.5
DPSYC602	Language Development and Literacy	Compulsory	7.5
DPSYC610-2	Independent Research Study II	Compulsory	7.5
DPSYC605	School Context and Gender Identities during Adolescence	Elective	7.5
DPSYC700	Thesis	Elective	7.5
3rd Semester			
DPSYC611	Multicultural Dimensions of Behaviour	Compulsory	7.5
DPSYC505	Personality: Theoretical Approaches and Development	Compulsory	7.5
DPSYC506	Learning Difficulties	Compulsory	7.5
DPSYC604	Developmental Psychopathology / or	Elective	7.5
DPSYC700	Thesis II	Elective	7.5

ANNEXES

11.6 Academic Calendar

ACADEMIC CALENDAR 2020-2021

Graduation Ceremony – Academic year 2019-2020	
25 September 2020 *	

Fall Semester	
Induction week	26 September - 02 October
Beginning of Fall Semester	28 September
Registration period	14 September - 17 October
National Holiday	01 October
National Holiday	28 October
Vacation Period (Christmas holidays)	21 December - 08 January
Last day of classes	09 - 15 January
Last day for Dissertation Submission	18 January
Examination period	18 - 31 January

Spring Semester	
Induction week	01 - 06 February
Beginning of Spring Semester	01 February
Registration period	18 January - 20 February
National Holiday	15 March
National Holiday	25 March
National Holiday	01 April
Vacation Period (Easter holidays)	26 April - 07 May
Last week of classes	08 - 14 May

Last day for Dissertation Submission	17 May
Examination period	17 - 31 May

Resit Exams 2020-2021	
Examination period	23 August - 05 September
Last day for Dissertation Submission	31 August

**Due to the prevailing health conditions, the date of the Ceremony may change. There will be an update at a later stage.*

Please note that at the Graduation Ceremony students are given a congratulatory letter and not the Degree.

11.7 Support Guides

The following Support Guides can be found on the electronic platform of the University (Moodle)

How to write an assignment guide

Library guide

Moodle Manual

WiziQ Manual

DEPARTMENT ADMINS -- CONVENTIONAL PROGRAMMES			DEPARTMENT ADMINS -- DISTANCE PROGRAMMES	
School of Architecture, Engineering, Land and Environmental Sciences	School of Law	School of Health Sciences	School of Economics, Administration and Computer Science	School of Law
Maria Savva arch_school@nup.ac.cy 26843357 / Office no. 211	Maria Konikkou lawschool@nup.ac.cy 26843345 / Office no.209	Stalo Georgiou health_school@nup.ac.cy / phd.administration@nup.ac.cy 26843347 / Office no.213	Ifigenia Panagiotou dist_business_school@nup.ac.cy 26843358 / Office no.208	Maria Konikkou dist_lawschool@nup.ac.cy 26843345 / Office no.209
	LLB Law Law	BSc in Psychology	Information Systems and Digital Innovation-Distance Learning	Master of Laws (LLM) in International and European Business Law - Distance learning
School of Economics, Administration and Computer Science	Master(MA) in Financial Crime and Criminal Justice	MSc in Counselling Psychology	Maria Antoniou	
Ifigenia Panagiotou business_school@nup.ac.cy 26843358 / Office no.208	Master of Laws (LLM) in International and European Business Law	PhD Programme	dist_business_school@nup.ac.cy 26843430 / Office no.208	School of Social Sciences, Arts and Humanities
		PhD in Psychology	D-MBA	Despoina Konstantinides dist_socialsci_school@nup.ac.cy
	School of Social Sciences, Arts and Humanities	Eleni Spyrou		

<p>BSc in Business Administration BSc in Accounting, Banking and Finance Bachelor in Applied Informatics Information Systems and Digital Innovation BSc in Digital Business</p>	<p>Despoina Konstantinides socialsci_school@nup.ac.cy 26843303 / Office no.217</p>	<p>health_school@nup.ac.cy 26843404 / Office no.214</p>	<p>MBA in Tourism Distance Learning MSc in Digital Marketing-Distance Learning</p>	<p>26843303 / Office no.217</p>
<p>Maria Antoniou business_school@nup.ac.cy 26843430 / Office no.208</p>	<p>International Relations and Security Master in History PhD in Modern and Contemporary History International Relations, Strategy and Security European Politics & Governance Master Programme in Theological Studies PhD in Theology</p>	<p>MSc in Educational Psychology</p>	<p>Georgia Savva dist_business_school@nup.ac.cy 26843400 / Office no.210</p>	<p>D_MA in Modern and Contemporary History International Relations, Strategy and Security-Distance Learning European Politics & Governance-Distance Learning Master's in Theology Distance Learning</p>
<p>MBA Master of Business Administration (MBA) in Tourism MSc Accounting and Finance MSc in Banking, Investment and Finance</p>			<p>D-MPA (3 specializations)</p>	<p>School of Health Sciences</p>
				<p>Eleni Spyrou dist_health_school@nup.ac.cy 26843404 / Office no.214</p>
				<p>D_MSc in Educational Psychology</p>