

PHD PROGRAM GUIDE

Last updated February 2021

1. Introduction

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

2. Objective of the Program

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

3. Content and Organization of the Program

The Program comprises coursework, examinations and active independent research work under supervision. The PhD program in Education Sciences includes:

i. Specialized Courses Program of Education Sciences (30 ECTS) (brief description of course in Annex I)

EDG710 Advanced Methods in Qualitative Research (10 ECTS)

EDG720 Advanced Methods in Quantitative Research (10 ECTS)

EDG700 Education Sciences: Epistemological and Theoretical Approaches (10 ECTS)

ii. Comprehensive Examination (10 ECTS)

PHD800 Comprehensive Examination

iii. Preparation, Submission and Defense of the PhD research proposal (20 ECTS)

PHD801 Preparation, Submission and Defense of the PhD research proposal

iv. Independent research according to the approved PhD research proposal (90 ECTS)

PHD802 Independent Research Work

v. Preparation, Submission and Public Defense of the PhD project (30 ECTS)

PHD803 Preparation, Submission and Public Defense of the PhD project

4. Prescribed Duration

The Program has a minimum duration of three (3) years and a maximum duration of six (6) years from the time of initial registration to the program to the date of final approval of the Ph.D. Dissertation by the Senate. The maximum extension of studies at the Doctoral level for any extraordinary and fully justified cases is two years that may be examined after a student's written application to the respective program's Ph.D. Committee. The student's written application needs to be submitted any time before the expiration of the normal maximum duration of studies of six (6) years and should indicate the student's proposal for her/his full completion of his Doctoral studies before the end of the eighth (8th) year from the time of initial registration to the program (all semesters/years of studies inclusive). The student's written request for an extension of studies is submitted by a justified recommendation of the respective program's Ph.D. Committee accompanied by the student's supervisor(s)' justified approval of the request for an extension to the respective Department Council. The student's written request is subject to the respective Department Council justified recommendation and the School Council decision which needs to confirm that by the end of the eighth (8th) year from the time of initial registration to the program (all semesters/years of studies inclusive), the student can fully complete his/her studies. In case that the recommendation of the Department Council and the decision of the School Council is the expulsion of the student due to the fact that by following the academic path of the program of study the student cannot complete her/his studies by the end of the eighth (8th) year from the time of initial registration to the program, a Senate's final decision is necessary.

During his/her studies, the student is obliged to register in the courses of the PhD program every fall and spring semester of each year (in a row) since his/her initial registration to the

Program. For extraordinary cases, the student may request a suspension of studies for one semester up to 2 semesters maximum, that can be approved by the Department's Council. The semesters under the suspension of studies count towards the maximum 8 years of studies, but do not count the total semesters allowed for a grade I in a particular stage of the studies, as described below.

The grade I (Incomplete) is allowed:

1. For one (1) additional semester and only in cases when the student needs more time to complete the requirements of each course, whilst he/she continues to work in order to fulfill them.
2. During the second (2nd) additional semester of coursing the same course, the student will need to complete the Incomplete Extension Form, in order to obtain extension for one more (the last) semester in order to fulfill the requirements of the course.
3. When the student is coursing the same course for a third (3rd) additional semester of coursing the grade F (fail) is assigned and the student needs to register to the course again. In exceptional cases, the Department's Council may grant the student another (that is a 3rd additional) semester with I, upon fully justified student request.

5. Program of Organized coursework

The specialized coursework of the Program provides scientific, theoretical and methodological training. The minimum passing grade in the coursework is 'C' or higher in accordance with EUC's grading system. In addition to attending the specialized courses and seminars, all students are desired to attend, during their studies, at least four (4) scientific conferences / seminars, in Cyprus or abroad, concentrated in the discipline of their research interests and/or the area of their PhD studies. Moreover, students are expected to present at least two (2) presentations with reference to their research interests and/or the topic of their PhD dissertation in conference in Cyprus and/or abroad. These conferences need to be compatible with the EUC policy for the academic staff's participation in conferences. Students are also expected to regularly participate at the Department's organized PhD Colloquia.

In cases needed, the Department Council may request from particular students to take foundation courses, prior to registering to the Specialized Courses in the PhD Program. PhD students who take foundation courses have the responsibility to submit individual assignments as their obligations for these courses, which they prior agree (e.g., number of assignments, type and schedule) with the instructor of each foundation course and which are adapted to their research orientations. The adaptation of the assignments may differentiate them from the requirements of the assignments for master level students. The final decision for the assignments is made by the respective instructor in consultation with the student. Each assignment receives a numerical grade and feedback as usual - the final grade in the foundation courses is Pass or Fail. The students need to participate/engage actively in the foundation courses.

6. Comprehensive Qualifying Examination

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

Upon registration to the Comprehensive Qualifying Examination, the student works with their supervisor with the aim of further delving into the field in which they conduct their PhD Dissertation. It is expected that the student will submit to their supervisor a first draft of the theoretical framework of their PhD Dissertation, of a minimum length of 8,000 words. Sitting the Comprehensive Qualifying Examination requires the prior complete submission of this part of the work.

The Comprehensive Qualifying Examination is held twice a year, once during January/February and once during June/July, provided that there are PhD students that have applied for the examination. Each student has the right to choose the period that he/she wishes to sit the Examination, after informing the PhD Program coordinator until the 10th of December if he/she wants to sit the Examination on January/February and the 10th of May if he/she wants to sit the Examination on June/July. The student needs to send a written notification to the Secretary of the School's Postgraduate Programs (E.lakovidou@euc.ac.cy) with mutual notification to the Supervisor and the Program Coordinator.

In all cases, the students are required to take the examination in all three areas of the Comprehensive Examination in the same examination period.

The Comprehensive Qualifying Examination includes three orientations:

1. Research Methodology
2. Study in Education Sciences
3. Area of Specialization

The Comprehensive Qualifying Examination has two stages:

- The **first stage** is a written examination based on an essay that includes all three areas and can be either carried out as a 3-hour exam at the University's premises or as a written essay through the online platform of the European University Cyprus, or at home (in the last two cases the student submits the essay together with a declaration-see Appendix II). The decision regarding the form of the Examination is taken exclusively by the examiners, after the necessary communication with the PhD Program Coordinator. The topics of the examination are prepared by the professors in charge of each of the 3 taught courses.
- The **second stage** is an oral individual examination with a duration of 20', which is based on the written examination answers and is held a week after its submission. The students are asked to provide extra information or alternative answers to the topics that have already answered in the written examination. This examination is held by a three-members ad hoc committee that consists of the Supervisor, the Coordinator and another Full-Time Professor that is relevant to one of the 3 topics, or at best has taught one of the courses, and is appointed by the Committee of PhD Studies of the School. The assessment of those two stages is held by the ad hoc committee. There will be an effort the third member of the committee to have experience in teaching in the PhD Program. During the, oral part of the examination, the Coordinator of the Program is entitled to attend, for purposes of better coordination, without the right to vote, unless he/she belongs to the three-member committee.

The three-member ad hoc committee mentioned above evaluates both stages. In order to pass the Comprehensive Qualifying Examination the student should pass all three areas of examination in the written and oral exam. Specifically, the student should obtain at least 70% in each area and in each stage (written and oral).

A student may take the Comprehensive Qualifying Examination up to two (2) times in total (either for all the three orientations of the Qualifying Examination or for any of the three orientations). In the case that the student fails for a second time in any of the three parts of the Comprehensive Qualifying Examination, he/she must interrupt his/her studies. Written verification is issued by the Dean of the School for the recognition of study up to that time. After a student's successful completion of the Comprehensive Qualifying Examination, the PhD student receives the status of "PhD Candidate" by the Council of the Department.

7. Dissertation Proposal

After completing the Specialized Courses Program and passing the Comprehensive Qualifying Examination, the 'PhD Candidate' (with approval from her/his Supervisor) may draft and submit a Dissertation proposal. The Dissertation proposal should consist of the following

parts: the introduction, the theoretical framework of the study, the research purpose and research questions and the methodology that will be followed. The research methodology that will be followed should be in compliance with the University's Research Regulations/Policy, especially with regard to Ethics. The length of the proposal has to be between 20,000-25,000 words excluding bibliography (references) and any appendices at the end. The PhD proposal should follow the latest APA style. The 'PhD Candidate' presents this proposal during a meeting with the 'Supervision Committee'. The proposal is approved by the Committee, or it is referred for amendment/modification. The Committee submits the Program Dissertation Proposal Approval Form (Appendix III) to the pertinent School, for approval of the decision.

The Dissertation proposal needs to be defended the latest by the end of the 3rd semester that the PhD candidate is enrolled at the "*PHD801 Preparation, Submission and Defense of the PhD research proposal*." The end of the semester is defined by the academic calendar as provided by the office of the Vice-Rector of Academic Affairs. If the PhD candidate fails to submit the proposal within a reasonable time for the committee to read before the defense and the defense does not take place at the latest by the end of the 3rd semester, the PhD candidate will fail the PHD801 and will have to re-register for it. The PhD candidate needs to bare in mind that the final proposal needs to be submitted to the supervisory committee at least 10 working days before the PhD proposal defense. Upon successful defense of their proposal, the 'PhD Candidate' may then continue with his/her PhD research. The 'PhD Candidate' can proceed to a Dissertation defense, within a timeframe of six months or longer after a successful proposal defense. In the case of amendments/modifications to the Dissertation proposal, the 'PhD Candidate' will be requested to resubmit his/her improved proposal, at a time specified by the Committee (Appendix III).

The semester following the approval of the Dissertation proposal, the PhD candidate is registered to PhD 802. During their first semester in PHD802, PhD Candidates are required to submit all documents related to the process of acquiring consent from participants in their PhD study (a summary of the study for informing participants, and the consent form for participating) along with proof for approval of those documents by the relevant bioethics or research committee or relevant organization for providing such approval based on the National Legislation. The documents should be submitted prior to the beginning of the data collection and no later than the official end of the above semester as indicated by the University.

8. "Supervisory Committee" of PhD Dissertation

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

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

PhD students are expected to maintain regular contact with their supervisor and their supervisory committee. As a minimum, it is expected that PhD students communicate and meet, if necessary, with their supervisor at least once per month, and also communicate and meet, if necessary, with their supervisory team at least once per semester for the duration of their studies. It is also expected that this communication and these meetings become more frequent during the Independent Research Work stage of PhD students' dissertation.

9. Dissertation

The Dissertation must be an original and independent scientific work of international standard. It will be a high quality scientific and academic work in terms of formulation of the issues it addresses, precision of terminology, methodology, theory and empirical foundation,

documentation and means of presentation. The Dissertation must contribute towards developing new scientific knowledge and is to be of a standard that is appropriate for publication as part of the literature in its discipline. The length of the dissertation should be between 90,000-100,000 words excluding bibliography (references) and any appendices at the end. Candidates in areas such as acting, creation, performance, composition, production, etc. may submit a shorter dissertation together with the original project. The PhD Dissertation should follow the latest APA style, and should include at least the following chapters: Introduction, Theoretical Framework, Methodology, Results/Findings, Discussion & Conclusions. Appendices provide more information about the preliminary pages of the PhD Dissertation.

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

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

10. Reporting

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

The Supervisory Committee cooperates and meets regularly, in coordinating and assessing the 'PhD Candidates' progress.

11. Submission of the Dissertation

On completing the Dissertation, the Candidate submits the final copy to the Supervisor, who is responsible for evaluating the Dissertation and for indicating whether or not it is in a state to undergo a public defense.

If the Supervisor believes that a Dissertation may be presented at a public defense, she/he notifies the PhD Studies Committee. The Committee requests the 'PhD Candidate' to submit the appropriate document (Appendix VII), one copy of her/his Dissertation and three additional copies (for distribution to the PhD Examining Committee). The PhD Examining Committee has to have the full Dissertation at least 20 working days before the PhD defense.

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

The submission of the Dissertation for a defense should be accompanied by a plagiarism report using the tools available by the university (e.g. Turnitin)

Once submitted, a Dissertation cannot be withdrawn until a final decision has been reached as to whether or not it can be approved for defense of the PhD Degree. After submission, the 'PhD Candidate' can only make corrections of a formal character, and an errata sheet detailing all such corrections must be submitted four weeks before the date of the public defense. The public defense is to be held within two months, at the latest, of submission of the Dissertation.

12. Appointment of a PhD Adjudication Committee

Once the Dissertation is submitted, the Supervisor, in collaboration with the 'PhD Candidate', requests the appointment of a 'PhD Adjudication Committee' via the 'PhD Adjudication Committee' Appointment Form (Appendix VIII). The School, after reviewing the opinions of the pertinent PhD Coordinator and Department, appoints a 'PhD Adjudication Committee' based on the 'PhD Candidate's' and Supervisor's proposals. The PhD Studies Committee suggests to the Department to appoint a 'PhD Adjudication Committee' based on the 'PhD Candidate's' and Supervisor's proposals.

The Committee will consist of at least three members: (i) one Faculty member within the School, who has not formally assisted the student with the Dissertation, and will serve as Chair of the Committee; (ii) one Faculty member from another University. Both (i and ii) members should have an area of specialization related to the student's proposed program of research; (iii) one Faculty member from another School/Department of the University; (iv) in the case that it is deemed necessary that the Committee should consist of more than three members, the remaining members must also be independent and cover both the student's research field/discipline, as well as various other required fields/disciplines, such as: the research methodology. All members of the Committee should hold the minimum rank of Assistant Professor. Regardless of the above Committee composition, a Faculty member in the position of Lecturer can participate as an 'observer'. That member may put questions and participate in the discussion (according to paragraph 12) but may not vote.

13. Public Defense

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

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

In order to take its decision, the committee needs to consider and report on the following indicative criteria:

- Originality of the research work reported in international level
- Innovation and contribution to the international community of the new knowledge proposed by the study reported
- Appropriateness of the methodology used
- Theoretical framework, methodology, findings/results and discussion need to be of publishable standards at an international level.
- Consideration of research ethics of the study
- Theoretical soundness of the PhD Dissertation. The theoretical framework of the Dissertation needs to acknowledge in depth the main debates in the relevant field of study

In the case that the public defense is "unsatisfactory" or in the case that there are extensive revisions necessary, the PhD Adjudication Committee' may request a new public defense

which may take place at least 3 months after the initial public defense. In the case that the PhD Adjudication Committee' identifies new shortcomings in the PhD dissertation during the second public defense, it may request from the PhD candidate a revised version of the PhD dissertation based on a specific timeline.

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

In case of an 'unsatisfactory' PhD Dissertation /Public Defense, a copy of the report is given to the 'PhD Candidate' as soon as possible. The 'PhD Candidate' may submit written comments to the members of the 'PhD Adjudication Committee' no later than ten days after receipt of the report. These comments of the Candidate must be considered by the 'PhD Adjudication Committee' before the School reaches a formal decision. Likewise, if the 'PhD Candidate' has no comments, she/he must still notify the School immediately.

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

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

14. Conferment of the PhD degree

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

Notes

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

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

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

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

Appendix I

Description of Specialized Courses of PhD Program in Education Sciences

EDG700 Education Sciences: Epistemological and Theoretical Approaches (10 ECTS)

The course aims to help PhD students become familiar with the philosophical and epistemological approaches that have been and still are influencing the Education Sciences and research on the field. It also focuses on the thinking behind the approaches, the problems they are trying to figure out, their worldview and their investigations, which have influenced the formation of the field's research methods and research tools used. In this context the course also studies in a systematic way current topics of international pedagogical thinking and practices with a special focus on Cyprus society and education in Cyprus.

EDG710 Advanced Methods in Qualitative Research (10 ECTS)

The course is designed to familiarize students with advanced qualitative methodological approaches of education issues. It also aims to study the philosophical underpinnings of qualitative research and of basic forms of qualitative research through the formulation of research objectives and questions, methods for collecting various types of qualitative data, organizing and analysis of data and extracting patterns and emerging issues through the use of qualitative data analysis software. At the same time, it aims to develop students' critical skills to interpret and evaluate published qualitative research papers from various fields of education.

EDG720 Advanced Methods in Quantitative Research (10 ECTS)

The course aims at the development of PhD students' deep understanding and appreciation of the philosophical underpinnings and main principles underlying quantitative research, and of the relation between quantitative and qualitative research paradigms. It also aims at acquainting students with various advanced statistical methods, and with how these could be exploited to investigate educational phenomena and issues. At the same time, the course aims to provide PhD students with the knowledge and skills required to pose research questions requiring a quantitative approach, to collect data (whenever deemed necessary), to record and analyze empirical data using appropriate statistical software packages and techniques, and to interpret and present the results of a statistical analysis in a research report. Finally, the course aims to develop PhD students' ability to critically interpret and evaluate quantitative research studies in the field of education or in the broader area of social research.

APPENDIX II



School of Humanities, Social and Education Sciences

DECLARATION FORM

I _____ with Registration Number _____ having in mind the consequences of false declaration hereby declare that what is included at the Written Essay part of the Comprehensive Qualifying Examination at the Area _____ are the result of my own attempt. Therefore they are not products of plagiarism and I have not taken the help of any other person for its completion

Signature

Date

APPENDIX III



School of Humanities, Social and Education Sciences

APPROVAL OF THE PhD PROPOSAL FORM

Name of the PhD Candidate: _____

Registration number: _____

Date of starting the Program: _____

Program: _____

Title of the PhD Proposal: _____

With this document it is certified that:

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

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

Note: the PhD candidate has two months to submit the changes described by the Supervisory Team (changes will be provided in 7 days the latest after the defense). During this time the PhD candidate may coordinate with the supervisor for any assistance in the changes required. If the student fails to provide an adequate revised proposal as it will be evaluated by the Supervisory Team, or fails to provide a revised draft in this time frame, then automatically his/her status is changed to the option C below.

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

Members of the Supervisory Team

Supervisor

(SIGNATURE) (DATE) (NAME – LAST NAME)

Co-Supervisors

(SIGNATURE) (DATE) (NAME – LAST NAME)

(SIGNATURE) (DATE) (NAME – LAST NAME)

PhD Coordinator

(SIGNATURE) (DATE) (NAME – LAST NAME)

This form is delivered to the registration office of the European University of Cyprus, in order to complete the grade of the PHD801 course. A copy of the form is kept in the records of the Department / School

I hereby certify that the proposal presented online and the following apply:

- Ph.D's Coordinator was present ☐
- It was audiotaped and it is available from

Supervisor

(SIGNATURE) (DATE) (NAME – LAST NAME)

APPENDIX IV

COVER PAGE



**EUROPEAN UNIVERSITY CYPRUS
SCHOOL OF HUMANITIES, SOCIAL AND EDUCATION SCIENCES
DEPARTMENT OF EDUCATION SCIENCES**

**PHD PROGRAM
“EDUCATION SCIENCES”**

PhD DISSERTATION

Title:

«.....»

Name:.....

Nicosia, date.....

APPENDIX V

INSIDE PAGE

**EUROPEAN UNIVERSITY CYPRUS
DEPARTMENT OF EDUCATION SCIENCES**

**PhD PROGRAM OF STUDIES
SCHOOL OF HUMANITIES, SOCIAL AND EDUCATION SCIENCES
“EDUCATION SCIENCES”**

DOCTORADE DISSERTATION

Title:

«.....»

Name and Registration number :.....

Supervisory Committee:

.....(Coordinator)

.....(Co-Coordinator)

.....(Co-Coordinator)

Nicosia, Date.....

APPENDIX VI



**SCHOOL OF HUMANITIES, SOCIAL
AND EDUCATION SCIENCES**

SIX-MONTH PROGRESS REPORT OF A PhD CANDIDATE FORM

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

Semester:...

Name of the PhD Candidate:...

Registration number:...

Date of starting the Program: ...

Thematic Area of the PhD Dissertation: ...

Progress carried out in the current semester ...

Participation in Department-organized PhD Colloquia...

Presenation in International peer review conferences ...

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

PhD Candidate's Scheduled Timetable of PhD work and Co-operation with Supervisor and supervisory committee for the Semester (next) (the next semester's report should include an implementation report of those submitted to the previously agreed timetable) ...

PhD Candidate _____

Supervisor

(SIGNATURE) (DATE) (NAME – LAST NAME)

PhD Coordinator

(SIGNATURE) (DATE) (NAME – LAST NAME)

This form is sent to the Supervisor and the Co-Supervisor (s) as well as the Coordinator of the PhD Program, the Chair of the Department and the Dean of the School. This form also is delivered to the registration office of the European University of Cyprus, in order to complete the grade of the PHD802 course. A copy of the form is kept in the records of the Department / School

APPENDIX VII



SCHOOL OF HUMANITIES, SOCIAL AND EDUCATION SCIENCES

SUBMISSION OF PhD DISSERTATION

Name of the PhD Candidate: _____

Registration number: _____

Date of starting the Program: _____

Program: _____

Title of the PhD Dissertation:

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

PhD Candidate

_____ (SIGNATURE)
(DATE) (NAME – LAST NAME)

Supervisor

_____ (SIGNATURE)
(DATE) (NAME – LAST NAME)

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

APPENDIX VIII



SCHOOL OF HUMANITIES, SOCIAL AND EDUCATION SCIENCES

REQUEST FOR THE APPOINTMENT OF THE PhD EXAMINATION COMMITTEE FORM

Name of the PhD Candidate: _____

Registration number: _____

Date of starting the Program: _____

Program: _____

Title of the PhD Dissertation:

The PhD Dissertation should be submitted in 3 copies

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

PhD Candidate

(DATE) (NAME – LAST NAME) (SIGNATURE)

Supervisor

(DATE) (NAME – LAST NAME) (SIGNATURE)

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

APPENDIX IX



SCHOOL OF HUMANITIES, SOCIAL AND EDUCATION SCIENCES EXAMINATION OF A PhD DISSERTATION FORM

Name of the PhD Candidate: _____

Registration number: _____

Date of starting the Program: _____

Program: _____

Title of the PhD Dissertation:

With this document we certify that:

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

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

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

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

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

Committee Chairperson

(DATE) (NAME – LAST NAME) (SIGNATURE)

Members of the Committee

Member 1

(DATE) (NAME – LAST NAME) (SIGNATURE)

Member 2

(DATE) (NAME – LAST NAME) (SIGNATURE)

PhD Coordinator

(DATE) (NAME – LAST NAME) (SIGNATURE)

This form also is delivered to the registration office of the European University of Cyprus, in order to complete the grade of the PHD802 course. A copy of the form is kept in the records of the Department / School.

APPENDIX X



SCHOOL OF HUMANITIES, SOCIAL AND EDUCATION SCIENCES

Questions for the PhD Candidate

Name:.....

Questions/Intervention:

**SUBMISSION OF DOCTORAL DISSERTATION
AND CONSENT FOR ELECTRONIC DEPOSITION/AVAILABILITY OF CONTENT
OF INTELLECTUAL WORK**

Full name.....
Student Identity Number.....
Civil Identity Number
Contact Phone Number
E-mail address.....

Title of Doctoral Dissertation
.....
.....
.....

Supervisor
Program of Study.....
Department
School

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