

Doctoral Supervision Contract

Department of Psychology
Ph.D. Program in Clinical Psychology

[Supervisor's Name]

[Date]

[PhD Student's Name] [ID]

PhD Supervision Agreement

This agreement (the "Agreement") is made between [Supervisor's Name] (referred to as the "Supervisor") and [PhD Student's Name] (referred to as the "Student") to establish the terms and conditions of the PhD supervision relationship within the Clinical Psychology Program (referred to as the "Program").

1. Scope of Work and Expectations:

a. The Supervisor will provide guidance and support to the Student throughout the duration of their PhD program, in accordance with the university's regulations and guidelines. The Supervisor and the Student shall establish the frequency of supervision meetings, taking into account the nature of the research project and the availability of both parties. The frequency will be determined as **[twice a month]**, and any changes to the schedule shall be mutually agreed upon in advance.

Meetings will take place either between the Student and Supervisor alone, or in the presence of other members of the research team. Additional meetings of a frequency of at least [once a year] will be held between the Student, the Supervisor, and the additional members of the Doctoral Dissertation 3-member advisory team.

b. The Student agrees to actively engage in research activities, attend meetings, and complete all requirements outlined by the university, the Program, and the Supervisor. As required by the Program, the student is expected to complete and submit a number of publications, specifically one publication during year 1, a review paper during year 2 as part of the Preliminary examination, and additional papers as part of the Doctoral Dissertation, as agreed between the Student and the 3-member advisory Committee.

c. The Student is also expected to be involved in any other activities of the Supervisor's research team, including co-mentoring of junior students, collaboration

on joint team activities, writing of additional papers, etc., that the Supervisor will assign as part of the training activities of the Student. The Student can expect that he/she will receive regular supervision **[at least once a month]** and guidance on these additional tasks.

d. The Supervisor should be informed of any additional research collaborations or paid research or other activities the Student engages in, within or outside the University, while the Student is enrolled in the Program.

e. The Student will provide progress reports and updates on their research activities to the Supervisor, as required by the Program and as agreed between Student and Supervisor. At a minimum, at each meeting the Student will provide an update on their activities in the form of a brief power-point presentation, and/or will deliver sections of assignments or papers as agreed during the previous meeting.

f. The Supervisor will provide timely feedback and guidance to the Student regarding their research progress, academic writing, and any other relevant aspects related to the PhD program. At a minimum, comprehensive feedback in writing will be provided at the end of each semester. The Supervisor will also provide feedback as part of the Program's formal student evaluations.

e. The Student is expected to present their work at least twice during their program of study as part of the Clinical Research Seminar or other Dissemination activities as agreed with the Supervisor.

2. Ownership of Data:

a. The Student acknowledges that the research data generated during the course of their PhD program shall be the property of the university and the Supervisor who bears responsibility for their management.

b. The Student shall comply with all ethical guidelines, data protection regulations, and intellectual property policies set forth by the university, the National Bioethics Committee and other relevant authorities.

c. The Supervisor and the Student shall discuss and agree upon the appropriate handling, storage, and sharing of research data to ensure its security and integrity.

Authorship of Publications:

- a. The Supervisor and the Student shall collaborate on research publications derived from the PhD research. For any publications, on which the Student takes the lead role, and which are completed during the Ph.D. training or within the 1 year after, the Student shall have the leading authorship, and the Supervisor the last authorship, unless otherwise agreed. Otherwise, as a general rule, the order of authorship on publications will be determined based on the extent of intellectual contribution, as agreed upon by both parties. The Student will have the opportunity to be the first author on publications related to their primary research. For any subsequent use of the data that is not relevant to the aims of the dissertation it is

expected that authorship will be determined on the basis of intellectual contribution by those involved.

b. In case the Student no longer agrees to work on their dissertation data, or does not produce the expected work in a timely manner in the second year after their graduation and beyond, the Supervisor has the right to assume full responsibility for the data, or assign the work to other parties, and has the discretion to decide whether the Student will be included as an author on any subsequent publications.

c. The Supervisor and the Student shall acknowledge each other's contributions appropriately in all research publications, presentations, and any other scholarly outputs. They will inform each other and agree on any dissemination activities involving the dissertation data, and any other initiatives for use of these and any other collaboratively produced data or research outputs.

Confidentiality:

a. Both the Supervisor and the Student agree to maintain the confidentiality of any confidential or proprietary information shared between them during the course of their collaboration.

b. Confidential information includes, but is not limited to, unpublished research data, project proposals, grant applications, and any other sensitive information disclosed in the context of the PhD program.

Termination:

a. Either party may terminate this agreement by providing written notice to the other party, stating the reasons for termination.

b. In the event of termination, the Student will work with the Supervisor and the Department to ensure an orderly transition and completion of any ongoing research projects.

This Agreement represents the entire understanding between the Supervisor and the Student regarding the supervision of the PhD program and supersedes any prior agreements, written or oral, between the parties.

By signing below, the Supervisor and the Student acknowledge that they have read and understood the terms and conditions outlined in this Agreement.

Supervisor's Name: _____ PhD Student's Name: _____

Supervisor's Signature: _____ PhD Student's Signature: _____

Appendix to the Doctoral Supervision Contract

Guidelines on Research Requirements for the Doctoral Degree in Clinical Psychology

The following guidelines aim to ensure a closer comparability of the workload for both students and supervisors, and to provide a clear framework for the research requirements and proposal approval process within the doctoral program.

Doctoral Research Committee:

Upon entry into the program, and by the end of the first semester with the provision that the dissertation topic has been decided, the Student, in collaboration with the Supervisor, will propose a 3-member Doctoral Research Committee (to be named the Advisory Committee).

The Advisory Committee will consist of the Supervisor and two additional members, one of whom may be from outside the department.

The Advisory Committee will oversee the student's research progress throughout the Program and serve as the dissertation proposal committee as per university regulations.

Doctoral Research Requirements:

1. First-Year Research Project:

To fulfill the requirements of the first year, students must complete a short publishable quality article. The article can be based on existing data from the student's lab work, a small data collection, pilot or feasibility study, or a systematic review/meta-analysis.

The first-year project will be evaluated by the Advisory Committee at the end of the academic year. The aim of the first-year project is to ensure a basic level of research design, analysis, writing, and presentation skills, and in some cases to produce preliminary data to inform the dissertation proposal. Remedial measures will be recommended by the Advisory Committee if necessary, and in the case the quality of the work is deemed unsatisfactory, the Student will receive a failing grade on the Research Experience component and will be given one more semester to improve the work. In case the work is deemed non-satisfactory a 2nd time, the Student will receive a failing grade on the Research Experience component and university regulations pertaining to two failures for the same course will be followed.

2. Comprehensive Examination:

The Comprehensive Examination for the Ph.D. in Clinical Psychology will consist of a publishable quality Review article. The Student will be allowed to start its preparation after successful completion of the 1st year project.

The Review article should be closely related to the student's dissertation area to help develop theoretical grounding in their area of expertise. The review can take the form of a critical analysis, systematic review, meta-analysis, or other appropriate formats. It should follow relevant guidelines and be pre-registered, unless otherwise agreed with the Supervisor and the Advisory Committee. The final product will be a comprehensive article, in a publishable format, following appropriate systematic methods and standards (systematic review, critical review, integrative review, meta-analysis etc.), to be defended in front of the Advisory Committee. The final document should be of a publishable length, up to 35-40 pages. Prior to the oral defense, the document is expected to be submitted to a peer-reviewed journal (submitted status). Students are expected to study similar reviews published in reputable journals as examples, such as Psychological Bulletin, Clinical Psychology Review, etc.

At least one semester before the defense of the submitted paper, the Advisory Committee will review the pre-registration report, or other preliminary report, and provide feedback to the student.

Upon completion of the work, the student will complete a 30-40 minutes presentation of the review in front of the Doctoral Research Committee and respond to questions as part of their comprehensive examination. In case the defense is not successful, the student is entitled to a second opportunity to defend within the semester following the first attempt. In case of failure, the second attempt is also the final one and the Student will not be allowed to continue in the Program.

3. Thesis Requirements:

The doctoral thesis should consist of a minimum of 3 chapters and a maximum of 5 chapters. The chapters should describe research that can lead to at least one publication each, as decided jointly by the Supervisor and Student.

In addition to the research chapters, the thesis should include a brief Introduction and a brief General Conclusion chapter, as well as any necessary Appendices and References.

The research described in the thesis will be agreed upon by the 3-member Advisory Committee appointed during the first year of the Doctoral studies. Appropriate progress towards its completion will be reviewed by the 3-member Advisory Committee at the end of each year following the successful completion of the Comprehensive Examination. In the case the progress is deemed unsuccessful the Student will receive a failing grade on the Research Stage component the Student is registered in at the Semester during which the evaluation takes place.

The research proposal for the Doctoral Dissertation will be formally approved during the proposal approval meeting, which involves an oral presentation of the proposal

to the 3-member Advisory Committee by semester 4 and before semester 7 of the Program.

The Doctoral Dissertation will include at least one chapter or study that is based on original data collected by the Student, under the guidance of the Supervisor. The remaining chapters can contain additional empirical work, that can consist of meta-analyses, original data collected and analyzed, or analysis of existing data bases.

The Student within the Dissertation is expected to demonstrate ability to design and execute a study, consider ethical and legal issues, synthesize the existing literature, analyze data with appropriate methods, extract conclusions and identify limitations or their research. See relevant UCY guidelines here:

<https://www.ucy.ac.cy/graduateschool/wp-content/uploads/sites/45/2022/11/diasfalisi-poiotitas-diatrivwn-greek-20.10.22.pdf>

The dissertation will be defended, as per the university regulations during year 5 of the Program. In only exceptional cases, and with the agreement of the Advisory Committee, and after the Department Council is informed can the Student defend the thesis after the completion of year 5 of the Program. In case of failure, the Student is allowed to retake the defense within the 6th year of studies or within a year after the failed attempt. In addition to a successfully defended dissertation the Department of Psychology requires one published paper and at least one more submitted for graduation at the Doctoral level.