

INTERNAL REGULATIONS FOR STUDIES (TRANSLATIONS)

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FOOTNOTES

PWD	Persons with Disabilities
OUC	Open University of Cyprus
GC	Governing Committee
AF	Academic Faculty
SDB	Student Disciplinary Board
TU	Thematic Unit (Module)
SWS	Student Welfare Services
AGM	Advisory Group Meetings
PS	Programme of Studies
CTP	Cooperating Teaching Staff (Tutors)
ECTS	European Credit Transfer System



1. AIM OF THE INTERNAL REGULATIONS FOR STUDIES

The aim of the “Internal Regulations for Studies” of the Open University of Cyprus is to define the way the academic framework operates and to inform the students about the rights and obligations related to their study at the University.



2. ARTICLE INTERPRETATION

Academic Board	The Academic Board of every Programme of Study is the collective academic administrative board responsible for the academic management and for the functions of the Programme not expressly reserved for other boards of the University.
Academic Coordinator	The Academic Coordinator of each Programme of Studies is the general Coordinator of each Programme of Studies responsible for academic and student-related issues.
Persons with disabilities (PWD)	In accordance with the “Persons with Disabilities Law of 2000” (no. 127/2000), “disability” regarding a person is defined as any form of insufficiency or impairment causing a permanent or temporally undefined physical, intellectual or mental constraint to a person and given also this person’s medical history and other personal data also decreases or eliminates the possibility of carrying out one or more activities considered as normal and essential to the quality of life of every person of the same age who does not have any such insufficiency or impairment.
Independent Modules	Modules offered separately and not as a part of a Programme of Study, leading to the award of a Certificate.
Operating/administrative costs	Undergraduate students who are EU citizens are charged with general operating/administrative costs for enrolment in each Module.
Academic Faculty	The academic staff of the University holding a tenured or tenure-track position.
Tuition Fees	Undergraduate students who are not EU citizens, graduate students attending a Master’s degree programme and doctoral candidates pay tuition fees. Tuition fees are also charged for attending Independent Modules offered by the University.
Examination Committee	The aim of the Examination Committee is to examine the Master’s Dissertation. This Committee comprises the thesis supervisor and two other members.
Student Disciplinary Board (SDB)	The Student Disciplinary Board is the University board that examines disciplinary violations by students
European Credits Transfer and Accumulation System (ECTS)	The European Credits Transfer and Accumulation System (ECTS) is a learner-centred system for credit accumulation and transfer based on the transparency of learning outcomes and learning processes. It aims to facilitate planning, delivery, evaluation, recognition and validation of qualifications and units of learning as well as student



	mobility. ECTS is widely used in formal higher education and can be applied to other lifelong learning activities.
Module	The Academic Programmes of the Open University of Cyprus are structured in Modules (or Thematic Units). Each Module covers particular subject areas at both undergraduate and postgraduate level. Modules (or Thematic Units are either semester-long (Winter or Spring semester) or year-long.
Entering student	A student who enrolls in a Programme of Study of the Open University of Cyprus for the first time.
Advisory Group Meetings (Tutorials)	Meetings of Tutors and Students of each cohort during the studies. They take place either face-to-face or/and via the Internet, using the OUC's eLearning Platform, eClass. They are part of the educational methodology of the Open University of Cyprus.
Examination Committee (5 Members)	The five-member Committee that examines a Doctoral Thesis and recommends to the Senate the award of the Doctoral Degree. It consists of the three members of the Advisory Committee of the doctoral candidate and two Academic Faculty members of the University or Academic Faculty members of other Universities or Researchers at recognized research centers in areas of immediate relevance to the doctoral thesis.
eLearning Platform eClass	The OUC's eLearning Platform eClass is a complete and continuously evolving e-learning system supporting all the stages of the educational process.
Programme of Studies (PS)	In order to achieve its goals, the University designs and offers high-level undergraduate and postgraduate Programmes of Studies (Master's and Doctorate). The structure of the Programme of Studies involves a particular number of Modules (or Thematic Units or other academic obligations and leads to the award of a higher education qualification.
Rectors' Council	The Rectors' Council has implementing powers concerning day-to-day or current issues of the University; these are assigned by the Senate following recommendations from the Rector and/or by the Council following recommendations from the President of the Council (Chair).
Senate	The Senate is the highest academic University board. Until the election of the first Senate, its role is taken up by the Governing Board of the University.
Council	The Council is the highest administrative University board. Until the formation of the first Council, its role is taken up by the Governing Board of the University.
Tutors	Teaching staff employed by the University on a contract



	basis; they have teaching and research responsibilities.
School	Each School offers Programmes of Study that consist of combinations of Modules (or Thematic Units. These are determined by the Senate following recommendations from the Dean's Office; they are ratified by the Council.
Advisory Committee (3 Members)	The three members of the Advisory Committee convene in order to supervise a doctoral candidate. Members of the Academic Personnel or faculty members at another Institution of Higher Education or researchers at recognized research centers with expertise in areas of immediate relevance to the doctoral thesis can be part of this Committee.



3. COMMUNICATION AND PERSONAL DATA PROTECTION

3.1 Ways and means of communication

Communication between the Open University of Cyprus (henceforth “the University”) and its students is based principally on digital (electronic) means, with which the students have to be sufficiently familiar. Further information about the use of electronic tools is provided in special manuals and relevant instructions published by the University.

3.2 Responsibility for Communication

3.2.1. Apart from written communication, electronic communication is valid and, effectively, binding for the University and its students.

3.2.2. For this reason:

- (a) Every applicant declares on the occasion of her/his first contact with the University her/his personal electronic email address. It is to this address that the University sends the initial correspondence, which is considered valid and official.
- (b) For every student enrolled in a Programme of Study, the University creates an email account.
- (c) After studies commence, communication with the students is carried out only through the email account provided by the University and it is the student’s responsibility to use this electronic account privately and confidentially.
- (d) The correspondence sent to this email address is considered valid and official, and the electronic messages are considered signed by their sender.
- (e) Every University student has a student ID number through which personal information relevant to her/his studies at the University is internally managed.
- (f) It is the student’s responsibility to check her/his electronic account provided by the University and the eLearning Platform eClass on a daily basis.

3.2.3. In case of termination of study, the access to the University’s electronic tools stops in accordance with relevant University instructions.

3.3 Publicity, transparency and personal data protection

3.3.1. The University allows maximal publicising of student-related issues, without violations of their personal data and of their privacy and confidentiality.

3.3.2. The “Internal Regulations for Studies” and the relative decisions about the courses and studies by the Academic and Administrative Boards of the Open University of Cyprus are published on the official website of the University.



4. STUDIES AND RELEVANT MATTERS

4.1 Admission procedure

- 4.1.1. The timelines for application and study at the Open University of Cyprus are specified in the “Academic Calendar”.
- 4.1.2. Admission to Programmes of Study or Independent Modules takes place after the advertisement of the number of available places, which is determined by the Senate for each academic year.
- 4.1.3. Advertisements for application to enrol in Programmes of Study may be made more than once a year.
- 4.1.4. The number of entrants and the minimum admission requirements as well as any criteria for ranking the applications are determined by each Programme of Study and approved by the Senate. The minimum admission requirements and the selection procedure are made public and apply to the admission of students for the next academic year.
- 4.1.5. Student enrolment in Programmes of Study is conducted electronically.
- 4.1.6. Prospective students submit their application online through the website of the Open University of Cyprus. Applications are checked digitally in accordance with the admission requirements of each Programme of Study as mentioned in the advertisement.
- 4.1.7. The admission procedure for students is as follows:
 - (a) A preliminary ranking of the applicants who have submitted their application and attached the required certificates electronically is announced.
 - (b) There follows a cross-checking of the certificates attached to ensure that the applicants fulfil the minimum admission requirements for each Programme of Study. The University admits applicants who fulfil the minimum specific requirements according to the application's ranking and the number of available places. The applicants are requested to submit certified copies of the necessary certificates for their registration to be considered complete. Students are informed about their registration, as well as about University timelines, via email.
 - (c) The number of entrants for each Programme of Study is determined by the Senate after taking into account the different parameters for each Programme of Study as well as the existing strategy of the University. Student registration is conducted electronically and is completed when it is confirmed by the Accounting Department of the University that the applicants have paid the required fees for their courses (tuition fees or operating/administrative costs) according to the procedures and schedules set by the University. The operating/administrative cost and the tuition fees for the Programmes of Study of the University are determined by the “Internal Rules for Tuition Fees / Operating Cost”.



- (d) Before the beginning of the academic year, every student is informed about her/his new email account provided by the University through which communication will take place throughout the period of her/his studies at the University.

- 4.1.8. Undergraduate students of the University cannot carry out studies in a related subject area at another Institution of Higher Education or be enrolled in more than one Programme of Study of the University. Upon her/his annual registration in the Modules (or Thematic Units of her/his Programme of Study, each student submits electronically a formal declaration of any other studies taking place simultaneously at any other Institution of Higher Education.
- 4.1.9. Every student has the opportunity to register for additional Modules (or Thematic Units after the formation of cohorts and the announcement of any additional available places. Available places are filled after the beginning of the academic year on a first-come-first-served basis taking into account the maximum number of European Credits (ECTS) allowed per semester/year of studies according to the timetables specified in the "Academic Calendar".
- 4.1.10. After the end of the registration period and the division into cohorts, no change in the Modules (or Thematic Units chosen will be permitted.
- 4.1.11. Academic Year:
 - (a) The exact dates of each academic year are determined by the Senate in the "Academic Calendar".
 - (b) The "Academic Calendar" contains information regarding the registration periods for the Modules (or Thematic Units, the beginning and the end of the semester/year of study, the examination period and the holidays.

4.2 Persons with disabilities (PWD)

- 4.2.1. An additional number of places in each Programme of Study is offered to persons with disabilities (PWD) who have the minimum admission requirements for the Programme of Study.
- 4.2.2. The University handles with particular care the needs of students with disabilities and, within the framework of the relevant legislation and international practices, it assures, as much as possible, the necessary structure, support and conditions that allow and facilitate their studies. For that reason, an applicant with disabilities should specify in her/his application her/his requirements for assistance that will facilitate her/his study at the University.
- 4.2.3. The Student Welfare Services (SWS) handle requests by students qualifying as Persons with Disabilities in accordance with the decisions of the Senate, in conformity with relevant Legislation.



4.3 Recognition of Modules (or Thematic Units)

- 4.3.1. A student who has successfully attended courses at another University, in Cyprus or abroad, or who has previously enrolled at another Programme of Study of the Open University of Cyprus, may have those courses recognized in order to fulfil the necessary requirements for her/his graduation from the Programme of Study of the Open University of Cyprus where she/he will enrol, as long as the courses have the same number of ECTS as those Modules (or Thematic Units for which recognition is requested.
- 4.3.2. Students enrolled in Programmes of Study of the Open University of Cyprus may request the recognition of some Modules (or Thematic Units in order to fulfil the requirements for graduation from the Programme of Study in which they are enrolled. This applies to Modules (or Thematic Units corresponding to up to 25% of the total number of the European Credits (ECTS) of the Programme, if students have completed relevant courses in a recognised educational centre.
- 4.3.3. Students enrolled in a Programme of Study at the Open University of Cyprus who have in the past completed successfully Independent Modules at the Open University of Cyprus or another Programme of Study of the Open University of Cyprus may have the corresponding European Credits (ECTS) equivalent to the Modules (or Thematic Units that they attended during their prior enrolment at the Open University of Cyprus recognized so long as these do not exceed 50% of the total number of European Credits (ECTS) of the Modules (or Thematic Units of the current Programme of Study.
- 4.3.4. This recognition of up to 50% of the total number of the European Credits (ECTS) of a Programme of Study also holds for Programmes of Study of other recognised Universities of the country with which a special collaboration protocol has been signed, on condition that the courses have exactly the same content as the Modules (or Thematic Units of the Programme of Study of Open University of Cyprus.
- 4.3.5. Requests for recognition of Modules (or Thematic Units must be submitted to the Student Welfare Services at least one month prior to the enrolment period.
- 4.3.6. The student submits her/his request to the Student Welfare Services together with all the required certificates, as mentioned in article 4.3.8. The Student Welfare Services forward the student's request to the Academic Board or/and the Academic Coordinator of the Programme of Study for review and recommendation of a final decision.
- 4.3.7. In order for the student's request for recognition of any Module to be examined, it must be preceded by her/his registration at the Open University of Cyprus and by the payment of at least the required deposit.
- 4.3.8. The certificates to be submitted by the student together with the request for recognition of Modules (or Thematic Units are the following:
 - A list of the corresponding courses attended by the student in the past and considered equivalent to Modules (or Thematic Units that



she/he intends to attend in the Programme of Study of the Open University of Cyprus in which she/he is enrolling.

Official transcripts of the courses she/he wishes to have recognised.

- Contents of the courses (Syllabus) that the student is requesting to have recognised.
- Note that the courses submitted for recognition must be of the same level as the Modules (or Thematic Units of the Open University of Cyprus that the student is requesting to be recognised, i.e.:
- Undergraduate level courses are equivalent to undergraduate level Modules (or Thematic Units and
- Graduate level courses are equivalent to graduate level Modules (or Thematic Units.

4.3.9. The Academic Coordinator of the Programme of Study must inform the Student Welfare Services of the decision of the Academic Board one (1) month after the submission of the request at the latest, otherwise the student's request is forwarded to the Rectors' Council.

4.3.10. In case the student proceeds with her/his registration in a Module which is going to be recognised, the student has the right to request that her/his registration apply to another Module of the Programme of Study within 15 days of the beginning of the academic year.

4.4 Interruption of Studies

4.4.1. A student who has completed successfully at least one (1) Module (either semester-long or year-long) can submit a request for interruption of studies. The total period of interruption cannot exceed three (3) years cumulatively.

4.4.2. The period of interruption of studies does not count as study time and the student is deprived of her/his student status.

4.4.3. A student can submit a request for interruption of studies for financial, medical or other serious reasons. Students who submit a request for interruption for medical reasons are expected to submit together with their request the required medical certificates.

4.4.4. The request for interruption of studies must be submitted to the Student Welfare Services, who proceed to assess the request.

4.4.5. The request for interruption of studies is submitted to the Academic Coordinator via the Student Information System (SIS).

4.4.6. In case the request for interruption of studies is not reviewed by the Academic Coordinator of the Programme of Study within 15 days, the request is automatically approved.

4.4.7. If a student does not enrol or renew her/his interruption of studies, the interruption of studies is automatically approved for the period she/he is entitled to, according to article 4.4.1.

4.5 Termination of studies

4.5.1. Studies end in case the student:



- (a) graduates, or
- (b) withdraws from all the Modules (or Thematic Units in which she/he is enrolled without asking for interruption of studies and hence is considered to have ended her/his studies at the University on her/his own initiative (see article 4.7), or
- (c) does not register for a semester or a year of studies without having previously been granted an interruption of studies.

4.6 Removal from the Student Register

4.6.1. A student is removed from the Student Register and is informed accordingly by the University if:

- (a) her/his studies have been terminated automatically, or
- (b) she/he has not registered in any Module for the upcoming academic year without having previously requested an interruption of studies (applicable to undergraduate students and graduate students at Master's level), or
- (c) she/he has not fulfilled the demands of her/his Programme of Study (Bachelor or Master's or Doctorate) within the limits of the maximum period of time allowed for the completion of the Programme, as defined in the present Internal Regulations (see article 4.9).
- (d) in the case of Doctoral Candidates, if they fail the PhD viva voce examination twice, or if they fail to register for one of the stages of the Doctoral Thesis (see article 7.7).
- (e) if the Student Disciplinary Board (SDB) asks for her/his removal from the Register.

4.6.2. The Senate of the University ratifies the student's removal from the Register.

4.6.3. In case of removal from the Register, tuition fees or operating/administrative costs paid by the student are not refundable, in accordance with the currently effective policy of the University (see "Internal Regulations for Tuition Fees / Operating/Administrative Costs").

4.7 Automatic Termination of Studies

4.7.1. A student who withdraws from all the Modules (or Thematic Units in which s/he is enrolled without requesting an interruption of studies is considered to have terminated her/his studies automatically.

4.7.2. A student maintains the right to end her/his studies at any time, after informing the University accordingly.

4.7.3. The University lets the student know that it has been informed of her/his decision and removes her/him from the Student Register.

4.7.4. The financial contribution of the student towards the cost of postgraduate studies that has already been paid is not refundable, with the exception of the cases described in the relevant "Internal Regulations for Tuition Fees / Operating/Administrative Costs".



4.8 Titles

- 4.8.1. In accordance with current legislation, the University awards the following titles:
- (a) “Bachelor’s Degree” after successful completion of an Undergraduate Programme,
 - (b) “Master’s Degree” after successful completion of a Graduate Programme of Master’s level,
 - (c) “Doctorate” after successful completion of a Doctoral Programme,
 - (d) Certificate of Attendance of a Module,
 - (e) Certificate of Training,
 - (f) Other qualifications, including honorary titles.
- 4.8.2. Within the context of inter-university Programmes of Study, the University awards related degrees jointly with the cooperating Institutions of Higher Education.
- 4.8.3. The name and the surname of the student appearing on the Degree are identical to those appearing on her/his ID documents (ID card or passport).
- 4.8.4. On a Bachelor’s Degree certificate, there appears the grade “third-class honours”, “second-class honours” or “first-class honours” whereas no grade appears on a Master’s Degree certificate.
- (a) A corresponding transcript of records is issued to the student for any legal use. This document mentions the School, the Programme of Study and the Degree.
 - (b) The University issues a Diploma Supplement in English for the graduates who request it.

4.9 Duration of Studies

- 4.9.1. The maximum period allowed for completion of studies is:
- (a) twelve (12) academic years or twenty-four (24) semesters for undergraduate studies;
 - (b) six (6) academic years or twelve (12) semesters for a Master’s degree;
 - (c) eight (8) academic years for a Doctorate degree.
- The period during which the student may have interrupted her/his studies does not count as study time.



5. STUDIES: ORGANISATIONAL AND FINANCIAL MATTERS

5.1 Modules (Thematic Units)

- 5.1.1. The Programmes of Study of the University are structured in Modules (or Thematic Units) and are organised according to the European Credits Transfer and Accumulation System (ECTS).
- 5.1.2. Modules (or Thematic Units) are either semester-long or year-long.
- 5.1.3. The language of instruction, obligatory and optional Modules (or Thematic Units) and their contents, any sequence or interdependence of Modules (or Thematic Units) as well as the prerequisites for the award of the degree are determined for each Programme of Study.

5.2 ECTS and Student workload

- 5.2.1. The University has adopted the European Credit Transfer System (ECTS) and the Credit constitutes the basic measurement unit for the study load / the learning outcomes of the Modules (or Thematic Units) and, by extension, of the Programmes of Study. Students take part in this process by evaluating the workload and the learning requirements of their studies.
- 5.2.2. The total study load of a typical Undergraduate Programme is estimated at two hundred and forty (240) European Credits (ECTS) whereas the total study load of a typical Graduate Programme – Master's Degree is between ninety (90) and one hundred and twenty (120) European Credits (ECTS).
- 5.2.3. Students can enrol in Modules (or Thematic Units) for a maximum of
 - (a) sixty (60) European Credits (ECTS) per academic year or
 - (b) thirty (30) European Credits (ECTS) per semester.
- 5.2.4. Full-time students are those enrolled in Modules (or Thematic Units) which correspond to sixty (60) European Credits (ECTS) per academic year or to thirty (30) European Credits (ECTS) per semester.

5.3 Assessment of Student work

- 5.3.1. Student assessment for each Module is continuous and takes place through assignments and a final examination, which requires the physical presence of the student at a University examination centre.
- 5.3.2. A pass mark in the assignments is the necessary prerequisite for the student's participation in the final examination. A pass mark in the final examination is also necessary for successful completion of the Module.
- 5.3.3. The student's grade for each Module is the combination of the average of the grades of the assignments, to a percentage that does not exceed 50 % and is no less than 30%, and of the grade of the final exam, which must account for at least 50% and no more than 70%, in accordance with decisions of the Programme of Study.



- 5.3.4. In case a student receives an 'Incomplete', the final grade must be submitted by the end of the following semester. In this case the student does not have the right to request an interruption of studies.
- 5.3.5 The grades of additional Modules (or Thematic Units) are not factored into the degree's grade point average.

5.4 Titles Awarded

- 5.4.1. Titles are awarded after successful completion of studies based on the academic requirements of each Programme.
- 5.4.2. Relevant certificates or other documents are issued by the University after the fulfilment of all pending obligations to the University, be they financial or other (e.g. returning library books).
- 5.4.3. A student has graduate status and has the right to attend the annual Graduation Ceremony if s/he has fulfilled successfully all her/his obligations (academic, financial etc.) to the University at least one month before the date appearing on her/his Degree Certificate (see "Academic Calendar").
- 5.4.4. The Senate ratifies the award of the Titles.
- 5.4.5. At Undergraduate Programmes and at Graduate Programmes at Master's level, degrees are issued biannually; the dates of issue are the 27th of February and the 31st of July of the academic year.
- 5.4.6. The date that appears on Doctoral Degrees is the date of their award by the Senate.
- 5.4.7. The Graduation Ceremony takes place once per academic year.

5.5 Distribution of students into cohorts

- 5.5.1. The students of each Module are allocated, as evenly as possible, into cohorts. Every student cohort has a tutor-advisor.

5.6. Student Contribution to the Cost of their Studies

- 5.6.1. In accordance with the *Law providing for the establishment and operation of the Open University of Cyprus* (L.234(I)/2002 as amended or substituted) the amount of student contribution to the costs of their studies is determined by the Senate. More details about financial obligations of the students are provided in the "Internal Regulations for Tuition Fees / Operating/Administrative Costs".
- 5.6.2. When enrolling in a Module, undergraduate students pay Operating/Administrative Costs. Students who are not citizens of the Republic of Cyprus or members of the European Union pay fees and not Operating/Administrative Costs.
- 5.6.3. Students at postgraduate - Master's level and Doctoral Candidates pay fees for their enrolment.
- 5.6.4. Tuition fees are also charged for Independent Modules.



- 5.6.5. Operating/Administrative Costs and fees are paid, within a period announced by the University, into the bank account of the University by deposit, or bank transfer, or electronically via a credit card (see: "Internal Regulations for Tuition Fees / Operating/Administrative Costs").
- 5.6.6. In case of death, the amount of fees paid by the student for the semester / year during which he/she died, as well as any deposits or instalments for the following semesters are returned to the student's family.

5.7 Library

- 5.7.1. The Library issues and dispatches student ID cards to all new students.
- 5.7.2. Students have access to all services and materials in the Library immediately after having been provided with a user's name and password.
- 5.7.3. Passwords are strictly personal and ensure their owners' access to all digital and printed collections of the University Library's educational material as well as to the educational material of Libraries with which the University collaborates.
- 5.7.4. Any use and loan of printed materials, audio-visual materials, CD-ROM and connection with databases must conform to the "Internal Regulations for the Operation of the Library".
- 5.7.5. Before the completion of their studies or in the event of termination of their studies, students are obliged to clear every outstanding obligation towards the Library (for example, return the books, pay off any fines incurred, etc.).
- 5.7.6. Graduates of the University preserve user rights for the conventional Library materials for a period of time determined by the Internal Regulations for the Operation of the Library.

5.8 Computer Systems and Networks Services

- 5.8.1. Students must use the Computer Systems and the Network Services of the University as per the instructions in the manuals and guidelines issued by the University.



6. STUDIES: EDUCATIONAL ISSUES

6.1 Cohort Tutorial Meetings (C.T.M.)

- 6.1.1. The C.T.M. is part of the educational methodology of the University and aims at optimal comprehension of the subject matter of each Module. The Cohort Tutorial Meetings include discussions, presentations, exercises and other educational activities relevant to the Programme of Studies.
- 6.1.2. Participation in the C.T.M. is not obligatory although it forms an essential part of the educational process and student attendance is therefore strongly recommended.
- 6.1.3. The C.T.M. can be held either at the University with physical presence or/and through the OUC's e-Learning Platform, eClass.
- 6.1.4. One week before the first scheduled C.T.M. of the Module, the tutor-advisor informs the students of her/his cohort about the learning objectives and the way the Module functions. S/he provides guidance on the study of the educational material provided and on writing assignments, s/he directs them towards sources of additional information and study and informs them about the ways of assessment of their progress.

6.2 Completion and submission of written assignments

- 6.2.1. Student achievement at every Module is assessed on the basis of the assignments and the final examination. A fundamental part of the educational process is that every student completes her/his assignments individually.
- 6.2.2. Assignments are submitted electronically by the students via the e-Learning Platform, eClass.
- 6.2.3. Announcement and submission dates for assignments appear in the schedule of each Module.
- 6.2.4. In case the assignment cannot be submitted on the due date, the student contacts her/his tutor-advisor and requests an extension.
 - (a) The request is submitted in writing via email before the deadline for the submission of the assignment.
 - (b) An extension of the deadline for submission of the assignment is granted by the Coordinator of the Module after an agreement is reached with the student's tutor-advisor.
- 6.2.5. When evaluating written assignments, the tutor-advisor provides detailed comments, specific to each assignment.
 - (a) Corrections to the assignments are inputted directly into the electronic text so as to enable, among other things, the documentation of the grade.
 - (b) Corrected assignments are sent to the students within fifteen (15) calendar days of the deadline for submission of the assignments.



- 6.2.6. The tutor-advisor enters the grade of the written assignments / exercises on the OUC's e-Learning Platform eClass and the grade of the final examination on the Student Information System (SIS) of the Student Welfare Services.
- (a) The grade is recorded on the OUC's e-Learning Platform eClass within fifteen (15) calendar days of the deadline for submission of each assignment.
 - (b) Assignments are graded on a scale of one to ten (0-10), including half points.
 - (c) The number of assignments and the minimum number of obligatory assignments are determined by the academic regulations of each Programme of Study.
 - (d) Unless otherwise specified in the academic regulations of the Module, the minimum grade that allows participation in the final examinations is five (5) out of ten (10) multiplied by (*) the number of assignments that must be completed.
- 6.2.7. Grading is carried out exclusively by the tutor-advisor.
- 6.2.8. A student who fails to accumulate a grade that is equivalent to at least 50% of the total grade of all the compulsory assignments does not have the right to take part in the final examination. In this case, the student has failed the Module and is obliged to re-take it, with all concomitant educational and financial obligations.
- 6.2.9. The detailed list of grades for all Modules (or Thematic Units), as well as fail grades, withdrawals from Modules (or Thematic Units) or recognition of Modules (or Thematic Units) are all recorded in the final "transcript of records" which is issued for every student of the University.

6.3 Plagiarism

- 6.3.1. A student:
- (a) delivers assignments that result from strictly individual intellectual labor,
 - (b) should declare clearly any kind of help received from another person, organization, system and/or the sources used in the writing of the assignment.
- 6.3.2. The use of extracts, plans, tables, solutions or ideas from other sources without full citation constitutes plagiarism, which is a serious educational offense.
- 6.3.3. The submission of any assignment produced by a third person constitutes a fraud and is a reason for the student's expulsion.
- (a) The University, in order to safeguard the high quality of the studies provided and the prestige and validity of its academic Titles, uses automated sampling systems for the detection of potential plagiarism.



- (b) In case suspicion of plagiarism is documented, the University body in charge of inquiring into the case is the Student Disciplinary Board (SDB).
- (c) The Student Disciplinary Board may apply sanctions, as described in the "Internal disciplinary Regulations for Students".

6.4. Examinations

6.4.1. There are three examination periods:

- (a) January period, for the Modules (or Thematic Units) of the Winter Semester,
- (b) May – June period, for the year-long Modules (or Thematic Units) and the Modules (or Thematic Units) of the Spring Semester,
- (c) August – September period, for the Repeat Examination of the Modules (or Thematic Units) of the Winter Semester and the Spring Semester.

6.4.2. The right to participate in the Final Examinations of a Module is given to students who acquired cumulatively the minimum required grade in the assignments of the Module (see article 6.2.8.).

6.4.3. A student who does not take part in the Final Examination or/and in the Repeat Examination fails the Module. It is expected that during the academic year of her/his re-enrolment in a particular Module the student is not obliged to complete written assignments, as s/he is considered to have secured the right to participate in the Final Examination, since s/he has already successfully fulfilled this requirement in a previous academic year or semester.

6.4.4. Repeat Examinations

6.4.4.1. For a student to qualify for participation in the Repeat Examination, the following must apply:

- (a) The student failed the scheduled Final Examination (received a grade below 50, 100 being the highest).
- (b) The student did not attend the scheduled Final Examination for medical reasons or because of exceptional circumstances / force majeure, after the approval of the Head of the Student Welfare Services. The student must submit to the SWS relevant documentation that confirms the reasons of her/his inability to participate in the Final Examinations (e.g. medical certifications, work certificates, e.t.c.). These documents must be submitted within ten (10) working days of the date of the Final Examination at the latest.
- (c) The Student has paid the required fee (which corresponds to the operating/administrative cost) for participation in the Repeat Examination in accordance with the timeline set by the OUC.

6.4.4.2. Repeat Examinations are conducted once (1) in the academic year for the Modules (or Thematic Units) of the Winter- and the Spring semester, as well as for year-long Modules (or Thematic Units).



The Repeat Examinations are organized by the Student Welfare Services (SWS) and are scheduled two weeks before the adding and dropping period of each academic year. The exact dates and times of the Repeat Examinations are specified in the Academic Calendar of each academic year and are not subject to change. Note that the Repeat Examinations take place during morning and afternoon hours, on weekdays and on weekends. Repeat Examinations take place only at the examination centers of Nicosia and Athens.

The SWS announce the details regarding the Repeat Examinations (examination venues, registry of participating students, supervision schedules) at least one (1) month before the beginning of the Examinations.

Students have access to the e-Learning Platform up until the 30th of June of every year.

6.4.5. The grades of the Final Examinations are posted to the system within seven (7) calendar days of the day on which the tutor-advisor receives the examination papers and the grades of the Repeat Examinations are posted within three (3) calendar days of the day of receipt of the examination papers.

6.4.6. The deadline for the submission of grades of Master's Dissertations is the 30th of January for the Winter Semester and the 30th of June for the Spring Semester of each academic year.

The period of defence of Master's Dissertations begins at least three weeks before the deadline for the submission of grades (the 30th of January for the Winter Semester and the 30th of June for the Spring Semester). The defence of the Master's Dissertation is an examination and thus the student's physical presence at an examination venue of the University and the monitoring of the process by a person appointed by the University are required.

6.4.7. Final Examinations take place at times and in venues determined by the SWF of the University.

6.4.8. The students' physical presence and the showing of an ID card or another piece of identification are required for participation in the examinations.

6.4.9. Further details about the examination procedures are provided by the SWS of the University.

6.4.10. The University takes all the necessary steps so that examinations are carried out in a manner which facilitates the participation of persons with disabilities.

6.4.11. Written assignments, exercises or other activities account for a maximum of 50% and a minimum of 30% of the final grade. The grade of the Final Examination accounts for a maximum of 70% and a minimum of 50% of the final grade. Relevant details for each Programme of Study are clearly presented in the ECTS documents of the Modules (or Thematic Units).



- 6.4.12. Students who fail the Final Examination proceed to enrol for the Modules (or Thematic Units) of the following semester / year, in accordance with the University's regulations about the process of enrolment.
- 6.4.13. In case of failure in a Module which leads to the termination of a student's studies at the University, the amount of fees / operating/administrative cost paid by the student is fully refunded.
- 6.4.14. Students who do not complete their academic obligations by the 30th of June of each academic year will graduate not in the current academic year but in February of the next academic year.

6.5. Honors Roll

- 6.5.1. Students with a grade point average of nine (9) and above are included in a special Honors Roll, which is published on the University's website. Those students receive relevant notification.



7. PROGRAMMES OF STUDY

7.1 Undergraduate Programmes of Study

- 7.1.1. Undergraduate Programmes lead to the award of a Bachelor's Degree.
- 7.1.2. Applications to enrol in an Undergraduate Programme of Study may be submitted by persons who hold an *apolyterio* (school-leaving certificate) or another equivalent certificate of secondary education or an equivalent qualification. Persons for whom the qualifications mentioned above will have been acquired before or on the course's starting date are also entitled to enrol.
- 7.1.3. The fulfilment of the academic obligations of a specific Programme of Study is required for the acquisition of a Bachelor's Degree, namely the attendance and successful performance in the evaluation/examination of the minimum number of Modules (or Thematic Units) required for the award of the Title.
- 7.1.4. In case an Undergraduate Programme of Study requires a Bachelor's Thesis, the Thesis must be written in accordance with the approved "Guidelines for the Writing of Bachelor's Theses".
- 7.1.5 Any conflict of interest or/and peculiar relationship between the student and the two members of the Bachelor's Thesis Committee must be avoided.

7.2 Graduate Programmes

- 7.2.1. The University offers Graduate Programmes of Study:
 - (a) at Master's level, which lead to the award of a Master's Degree and
 - (b) at Doctoral level, which lead to the award of a Doctorate.
- 7.2.2. The University may offer Interdisciplinary and Inter-University Graduate Programmes of Study.
- 7.2.3. A graduate Programme of Study at Master's level can be offered with or without a Master's Dissertation.
- 7.2.4. A Programme of Study at Master's level is completed following successful attendance of a minimum number of Modules (or Thematic Units) and the completion of a Master's Dissertation, if required.

7.3 Enrolment in Graduate Programmes at Master's level

- 7.3.1. In order to apply for a place in a Graduate Programme of Study, candidates:
 - (a) must hold a University Title from a recognised educational Institution of Higher Education on the day of enrolment, in a subject included in the admission criteria for each Programme of Study or
 - (b) will have acquired their Bachelor's Degree by the courses' starting date or
 - (c) can certify that they have completed all their academic requirements and that only the award of the Title from a recognised educational Institution of Higher Education is pending.



7.3.2. Graduate Programmes of Study at Master's level may require professional experience as a prerequisite for admission, in addition to the University Title.

7.4 Requirements for Graduate Programmes at Master's level

7.4.1. The requirements for earning a Master's Degree are set by the Programme of Study and ratified by the Senate.

7.5 Master's dissertation

7.5.1. If Graduate Programmes of Study require the writing of a Master's Dissertation, the following apply:

- (a) The supervision of the graduate student writing a Master's Dissertation is undertaken by a member of the Academic Faculty or a Tutor of the University, or a former member of the Academic Faculty / Tutor of the University, or a prospective Tutor who has been placed on the eligibility list (henceforth "the Supervisor").
- (b) In case the Programme of Study sees fit to appoint a Supervisor who does not fall into the abovementioned categories, the approval of the School is needed. The possession of a Doctorate Degree is required.
- (c) A three-member Examination Committee for the evaluation of the Master's Dissertation is put together by the Academic Coordinator and forwarded to the School Board. The Examination Committee comprises the Supervisor and two other members (in accordance with the criteria in 7.5.1 (a) and (b)).
- (d) Any conflict of interest and / or peculiar relationship between the student and the three members of the committee must be avoided.

7.5.2. The language, the content, the form, the length, the procedures and the timelines of the Master's Dissertation are defined in the Guidelines for Writing a Master's Dissertation of each Programme.

7.5.3. Apart from the official languages of the University, following a recommendation by the Academic Coordinator validated by the School, a Master's Dissertation can be written in another European language. In this case, the dissertation must include an abstract written in Greek.

7.5.4. The Master's Dissertation timeline is as follows:

- (a) The Master's Dissertation may take up to two semester-long Modules (or Thematic Units), for which the student enrolls in two consecutive semesters. Depending on the structure of the Programme of Study, simultaneous enrolment in the two Modules (or Thematic Units) in the same semester is possible, on condition that the 30 ECTS per semester limit is not exceeded (except in exceptional cases). An interruption of Studies between the first and the second semester-long Module of the Master's Dissertation is not allowed.



- (b) In case the dissertation takes two semester-long Modules (or Thematic Units), the first Module receives a 'Pass/Fail' grade and the second Module receives a numeric grade, 10 being the highest, as is the case with the other Modules (or Thematic Units) within a Programme of Study.
- (c) In case of failure in the first semester, the student has the right to enrol for the semester for a second time paying the corresponding cost.
- (d) With the supervisor's approval, the student may choose not to be examined and receive an 'Incomplete'. The supervisor must submit adequate documentation of the reasons for which extension is granted to the Academic Coordinator and the SWS. In this case the student is granted a semester-long extension for the submission of the dissertation. The student does not need to reenrol and there are no financial obligations. The grade of the Master's Dissertation must be submitted up until the end of the immediately following semester, otherwise it receives a zero.
- (e) In case of failure, the student has the right to reenrol only for one time in the second semester of the Module 'Dissertation' paying the corresponding cost.
- (f) The other regulations regarding the Repeat Examinations do not apply to the examination of Master's Dissertations.
- (g) The final grades of Master's Dissertations are entered into the system of the Student Welfare Services after the submission of signed student records with the grades awarded by the tutor-advisors.
- (h) The Academic Coordinator must monitor the abovementioned procedures and ascertain that they are being observed.
- (i) If the student has completed her/his obligations successfully, then she/he will be awarded the Title on the closest date of issue of Degrees (see article 5.4.5), if the procedure has been completed in accordance with the provisions of article 5.4.3.

7.5.5. The Master's Dissertation is submitted in triplicate for the purposes of examination and then, after its approval, together with any corrections or additions, a complete final copy of the dissertation (hard and digital copy) is submitted to the Library of the University as well as to the Programme of Study. The final text of the Dissertation is also forwarded electronically to the members of the Dissertation Committee.

7.5.6. If the presentation of the dissertation requires figures and blueprints, copies must be submitted. In case a code has been created, the student submits the code (source and executable) of any software programme that may accompany the dissertation together with the text of the dissertation. The code is accompanied by installation instructions and a link to the server which hosts the software ready for use. In case of collaboration for the creation of the code, the student must first obtain permission from all participants.



7.5.8. The University reserves the right to make use of and to reproduce the Master's Dissertations for teaching and research purposes.

7.6 Doctoral Programmes

- 7.6.1. The University offers Doctoral Programmes that lead to the award of a Doctorate.
- 7.6.2. The award of a Doctoral Degree requires the completion of an original Doctoral Thesis which makes a significant contribution to its field.
- 7.6.3. The minimum duration of a Programme that leads to a Doctoral Degree is three (3) academic years and the maximum allowed duration is eight (8) academic years.
- 7.6.4. Doctoral Degrees correspond to a minimum of one hundred and eighty (180) European Credits, one hundred and twenty (120) of which correspond to the first stage (Doctoral Thesis I-VI, see 7.7) and the remaining ones to the preparation, presentation and defence of the research proposal and the writing of the Doctoral Thesis.
- 7.6.5. In each academic year during which the Doctoral student is in one of the stages of the Doctoral Thesis, the doctoral candidate's workload corresponds to sixty (60) European Credits. In each semester the student must enrol in the corresponding stage as described in the following provisions:



7.7 Doctoral Thesis

7.7.1 Doctoral Thesis Stages

Module Code	Module Title	Semester	Compulsory/ Optional	Required Modules (or Thematic Units)	ECTS
ΔXXX811	Doctoral Thesis I	1 st	Compulsory		30
ΔXXX812	Doctoral Thesis II	2 nd	Compulsory	811	30
ΔXXX821	Doctoral Thesis III	3 rd	Compulsory	811, 812	30
ΔXXX890	Doctoral Thesis IV	4 th	Compulsory	811, 812, 821	30
ΔXXX892	Defence of the Research Proposal	5 th	Compulsory	811, 812, 821, 890	30
ΔXXX895	Defence of the Thesis	6 th	Compulsory	811, 812, 821, 890, 892	30
ΔXXX831-844	Doctoral Thesis IV-XIV	5 th – 14 th	Optional In case the Dissertation is not completed by the 6 th semester, the student is enrolled until the completion of the Dissertation.	811, 812, 821, 890	0

7.7.2. Duration

The mandatory duration of the Doctoral Thesis is six (6) semesters and it can extend up to sixteen (16) semesters. The defence of the Research Proposal is carried out by the fifth (5th) semester of studies. The procedures of the Dissertation defence take one (1) semester.



7.8 Admission to Doctoral Programmes

- 7.8.1. Admission to a doctoral Programme requires a recognised Master's Degree or an equivalent qualification in a relevant area. At the discretion of the Academic Board, the successful attendance of a number of Modules (or Thematic Units) may be requested.
- 7.8.2. A Selection Committee appointed by the School examines applications.

7.9 Supervision of the Doctoral Thesis

- 7.9.1. The supervision of the doctoral candidate is undertaken by a member of the Academic Faculty of the University who is a specialist in the subject ("the Supervisor").
- 7.9.2. The Supervisor submits within two (2) semesters a proposal to the Board of the School for the constitution of a three-member Advisory Committee. A ten-page research proposal by the doctoral candidate must also be submitted.
- 7.9.3. The three-member Advisory Committee, which is chaired by the Supervisor, comprises members of the University's Academic Faculty or Academic Faculty members of another University, or researchers at recognised Research Centres in areas of immediate relevance to the topic of the Dissertation.
- 7.9.4. The three-member Advisory Committee has the academic responsibility to monitor the work of the doctoral student and to submit regular evaluations of her/his research. The three-member Advisory Committee submits every year a mandatory progress report (up to 500 words), which reports the milestones that have been achieved and which of the delays that have come up are justified. The report is also forwarded to the Academic Coordinator and to the School. If the student fails to provide evidence of satisfactory progress, the three-member Advisory Committee is responsible for recommending the termination of the student's studies at any stage of her/his studies.
- 7.9.5. Under exceptional circumstances the candidate has the right to request the replacement of the Supervisor or of a member of her/his Advisory Committee. The candidate must submit to the School a written memorandum providing adequate justification for her/his request.
- 7.9.6. Under exceptional circumstances the Supervisor may recommend the replacement of a member of the three-member Advisory Committee.
- 7.9.7. In case the Supervisor leaves the University, the University will carry out the necessary procedures for her/his replacement.
- 7.9.8. The Academic Coordinator must monitor the abovementioned procedures and ascertain that they are being observed.



7.10. Doctoral Degree Requirements

The Doctoral Degree requirements are the following:

7.10.1 Presentation of the Dissertation Research Proposal to the three-member Advisory Committee

- (a) The presentation of the Research Proposal is held in front of the three members of the Advisory Committee up until the fifth (5th) semester of studies. The student submits in writing and presents orally her/his research proposal, stating clearly what she/he considers to be the original aspects and the scientific contribution of the proposed Doctoral Thesis.
- (b) The three-member Advisory Committee which evaluates the Research Proposal submits a structured evaluation in which reference is made to the points of agreement and disagreement with the candidate's thesis.
- (c) The evaluation of the research proposal by the three-member Advisory Committee is submitted to the School for notification purposes.
- (d) The Advisory Committee can request the reiteration of the procedure for one more time within the same (5th) semester. In case of a second failure, the Advisory Committee asks the termination of the candidate's studies.

7.10.2 Submission and successful defence of the Doctoral Thesis.

7.11 Submission and Defense of the Doctoral Thesis

- 7.11.1. The doctoral candidate has the right to submit her/his Thesis for examination after a minimum of three (3) years and up until the fifteenth (15th) semester. The candidate may resubmit her/his Thesis, if need be, up until the sixteenth (16th) semester.
- 7.11.2. The student submits her/his Doctoral Thesis to the three-member Advisory Committee after the supervisor's approval. For the defence of the Doctoral Thesis at least one peer-reviewed publication at an international journal or conference presentation, or one invited conference presentation is required. Upon submission of the Doctoral Thesis, a five-member Examination Committee is appointed by the School and validated by the Senate.
- 7.11.3. The five-member Examination Committee includes the three members of the Advisory Committee of the doctoral candidate and two Academic Faculty members of another University or members of a recognised Research Centre specialising in areas directly related to that of the Doctoral Thesis. A member of the Committee is appointed by the School to chair the five-member Examination Committee. The doctoral candidate's Supervisor is a member of the Examination Committee. Any conflict of interest (e.g. peculiar relationship) between the student and the five members of the Committee must be avoided.



- 7.11.4. The members of the five-member Examination Committee, with the exception of the Supervisor, submit independently to the Chair of the Committee separately written reports with their preliminary comments and views on the content of the Thesis. The submission of a preliminary report by the Supervisor of the candidate is optional. The independent preliminary reports are forwarded to all five members of the Examination Committee before the examination of the Thesis and are appended to the final report of the Committee. If the majority of the members agree, the candidate is invited to present her/his Doctoral Thesis.
- 7.11.5. The five-member Examination Committee convenes to examine the Thesis within three (3) months of submission.
- 7.11.5. The Doctoral Thesis defence includes a 45-minute public presentation by the candidate, whose physical presence at the university premises is required. The defense is followed by an examination/discussion with the five members of the Examination Committee. The external members of the five-member Examination Committee may either be physically present at the defence or participate via teleconference. The physical presence of at least three (3) members of the Examination Committee is required. The candidate then leaves the room and the five-member Examination Committee prepares its report.
- 7.11.6. The five-member Examination Committee submits a written, fully-documented report to the Senate, recommending either the award of the Doctorate to the candidate, or the resubmission and the re-examination of the Doctoral Thesis at a later stage (within one (1) semester of the date of the first examination), or the rejection of the thesis in case it is still considered unsuccessful after re-examination. If the recommendation is positive, the report must present in detail the importance and originality of the research and hence record its contribution to its scientific field. The five-member Examination Committee does not award a Doctorate, but makes a recommendation to the Senate in favour of or against the award of the Title. The Senate decides accordingly. The report of the five-member Examination Committee may also point out if/which parts of the Thesis may be publishable and in what form (monograph, article etc.) If publications stemming from the Doctoral Thesis have already appeared, a list of the publications together with the full texts must be attached. If the five-member Examination Committee suggests changes or improvements, the final approval of the award of the Doctorate by the Senate is granted after the submission of a written statement by the five-member Examination Committee or by Committee members acting as representatives, to the effect that the recommendations of the Committee were taken on board in the last version of the Thesis.



Together with the report of the five-member Examination Committee and the other supporting documents, the Supporting Documents Submission Form, the Receipt for the Submission of the Doctoral Thesis by the Library of the University and a copy of the Thesis must also be submitted to the Vice-Rector for Academic Affairs.

After having checked that all the required supporting documents have been submitted and that procedure has been followed, the Vice-Rector for Academic Affairs forwards them together with the report of the five-member Examination Committee to the Senate for the approval of the award of the Doctorate.

A copy of the Thesis is available at the Senate during the discussion of the report of the five-member Examination Committee.

7.11.7. In case the recommendation of the Examination Committee is not unanimous, the Senate may forward it to the School and request the appointment of two (2) more external evaluators, who will present their views on the Thesis. The recommendations of the two (2) new external evaluators are submitted to the Chancellor. The Chancellor forwards their recommendations to the Senate for the final approval.

7.11.8. The total duration of a Doctoral Programme cannot exceed eight (8) academic years or sixteen (16) semesters.

7.12 Automatic Termination of Studies

The studies of a doctoral student who has not satisfactorily fulfilled the requirements of the Programme of Study that she/he is attending are automatically terminated without the award of a Doctoral Degree in case the student:

- (a) Completes sixteen (16) semesters of study in total without submitting and defending her/his Doctoral Thesis. The period during which the student may have interrupted her/his studies does not count as study time.
- (b) Fails for a second time to successfully defend her/his Doctoral Thesis.
- (c) Does not enrol for two consecutive semesters and attempts to communicate with her/him made by the University are unsuccessful.

7.13. Award of the Doctoral Degree and official proclamation of Doctors

7.13.1. The Title "Doctor of the University" is awarded to the candidate by the Senate.

7.14 Quality requirements for Doctoral Theses

A Doctoral Thesis must fulfil the following basic requirements:

- (a) It must include an extensive bibliography and make detailed, in-depth reference to the international research on the topic of the Thesis, thereby linking the results of the Doctoral Thesis with relevant findings in the field.



- (b) It must make a significant/original contribution to scientific knowledge.
- (c) It must make explicit reference to the contribution of the Thesis to scientific knowledge, mainly as regards the enrichment of the specific scientific area as a result of the research conducted.
- (d) The scientific contribution and the innovative aspects of the Thesis must be mentioned briefly yet succinctly in the abstract, and must be presented extensively in the main text of the Thesis.

7.15. Language of the Doctoral Thesis

- 7.15.1. Doctoral Theses are written in one of the official languages of the Republic of Cyprus.
- 7.15.2. After unanimous decision of the three-member Advisory Committee, which is submitted to the Senate through the School, a Doctoral Thesis can be written in another language.
- 7.15.3. If the Thesis has been written in a language other than Greek, an abstract of the Thesis in Greek must also be provided.

7.16 Structure of the Doctoral Thesis

The structure of the Doctoral Thesis must include the following:

- (a) Title page.
- (b) A page with the names of the members of the five-member Examination Committee, signed by the candidate's Supervisor.
- (c) An abstract of up to 500 words in Greek and in another European language.
- (d) Acknowledgements.
- (e) Table of contents.
- (f) List of figures/illustrations.
- (g) List of tables.
- (h) Chapters.
- (i) Bibliography.

7.17. Requirements for the submission of the Doctoral Thesis

- (a) The Doctoral Thesis must be registered for copyright.
- (b) A hard and a digital copy of the Doctoral Thesis must be presented to the Programme of Study and to the Library of the University.
- (c) The Doctoral Thesis must be printed on paper of at least 80g density.
- (d) The cover of the Doctoral Thesis must be black or green and it must bear the logo of the Open University of Cyprus.
- (e) Spacing must be at 1.5 lines, the font must be 12 Times New Roman or similar and the margins must be fixed (top, bottom and right margin must be at two (2) centimetres while the left margin must be at 3,5 centimetres).
- (f) The cost of the binding of the thesis is covered by the candidate.



7.18 Copyright

Copyright status regarding Master's Dissertations and Doctoral Dissertations is defined in the document "University Copyright Policy".

Students hold copyright of the research outcomes stemming from Master's Dissertations and Doctoral Dissertations, e.g.:

- Inventions
- Methodologies / Analyses
- Software
- Training material and tools
- Public lectures
- Modelling tools
- Technical problem solutions
- Design / artistic products

Upon the beginning of the Doctoral Degree the student signs the document "Copyright" which is submitted by the Supervisor to the Secretariat of the Programme of Study.



8. INDEPENDENT MODULES

8.1. Attendance of Independent Modules can lead to the award of a:

- (a) Certificate of Attendance of an Undergraduate Module (with final examinations),
- (b) Certificate of Attendance of a Graduate Module (with final examinations),
- (c) Certificate of Attendance of an Undergraduate Module (without final examinations),
- (d) Certificate of Attendance of a Graduate Module (without final examinations) (see article 4.8.1).

8.2. Successful attendance and examination of Independent Modules leads to the accumulation of European Credits (ECTS) which may be recognised by other Programmes of Study.

8.3. In case a student wishes to enrol for an independent Module which has another Module as a prerequisite, the student must first successfully complete the required Module, unless s/he has completed an equivalent Module at another University or possesses equivalent experience, after the Academic Coordinator's approval. An undergraduate student already holding a degree may enrol for a graduate Module. If the student is enrolled in a graduate or doctoral programme, s/he may enrol for independent Modules at both undergraduate and graduate level.



9. TRAINING PROGRAMMES

- 9.1. Each Training Programme is a Module of short duration which leads to a Certificate of Attendance or a Certificate of Training. In addition to attendance, written assignments and successful participation in written examinations are required for earning a Certificate of Training. A Certificate of Training corresponds to 2 European Credits (ECTS).
- 9.2. In general, Training Programmes do not have any prerequisites (such as a related first degree e.t.c.), other than the *apolyterio* (school-leaving certificate).
- 9.3. Those participants interested in earning a Certificate of Training must submit at least one (1) written assignment and successfully complete the Final (written) Examination. Repeat Examinations are not offered for Training Programmes. The Final (written) Examination accounts for 50% of the final grade and the written assignment accounts for 50%.
- 9.4. Those participants interested in earning a Certificate of Attendance must participate in the educational process, attend teleconferences, study the educational material and undertake activities specified by the Programme.
- 9.5. Training Programmes are announced throughout the academic year depending on demand. The enrolment of the trainees and the payment of tuition fees are carried out via the OUC central system, as is the case with all Programmes of Study.
- 9.6. Tuition fees and operating/administrative cost for participation in the Final Examination depend on the kind of required training and its duration.
- 9.7. The trainees are provided with an email account, access to the e-learning platform (as is the case with the other OUC students) and the right to access the Library as external users, until the end of the semester during which the Training Programme is offered.
- 9.8. The remaining responsibilities of the trainees are regulated by the University's general regulations for study.

The original "Internal Regulations for Study" were approved during the 42nd meeting of the Governing Board of the University, on September 5th, 2013.

The revised "Internal Regulations for Study" were approved during the 30th, 31st and 32nd meeting of the Governing Board (2014-2017), on September 30th, October 21st and November 18th, 2016 respectively.