

OPEN UNIVERSITY OF CYPRUS

PUBLICATION PLAN

*Pursuant to the Right of Access to Public Sector Information Laws
of 2017 and 2018*

A. General

This Publication Plan was prepared by the Open University of Cyprus pursuant to Article 7 of the Right of Access to Public Sector Information Laws of 2017 and 2018 [L.184(I)/2017 as amended by L.156(I)/2018], which aim to strengthen the Principles of Transparency and Accountability in the Public and Broader Public Sector, by imposing upon Authorities the obligation to categorise and publish information, so that citizens wishing to obtain such information are not required to submit a relevant request.

B. General Information

The Open University of Cyprus (OUC), situated in Nicosia, was established in 2002 as a public Higher Education Institution in accordance with Law L.234(I)/2002 of the Republic of Cyprus.

The OUC is a modern and pioneering public University. By adopting and applying the flexible methodology of open and distance learning, it has played an instrumental role in creating new prospects for higher education studies and lifelong learning.

More information on the University's history, vision and values, as well as general information on its establishment and operation, is posted on the home webpage, www.ouc.ac.cy, under "University".

Information on the University's address and contact details is posted on the University's website, under "Communication".

News and events of the OUC are published both on the University's home webpage and under "News/Events".

B.1. Organisational Structure

Since the 1st of February 2018, the OUC operates as an autonomous and self-governed University. Its highest administrative bodies are the Council and the Senate. The Rector's Council has executive responsibilities pertaining to day-to-day or current affairs. The Administrative Units which make up the OUC's Administrative Structure contribute to the efficient operation of the Institution.

More information on the University's Organisational Structure, including the responsibilities of its highest administrative bodies and their Committees, their members, the administrative units and the various University offices, is available on the University's website, under "University", as well as under the respective website sections.

B.2. Personnel

The University's staff consists of Administrative and Academic personnel. The Academic Personnel is distinguished into Academic Research Staff and Adjunct Faculty (Tutors).

Information on the University's personnel (list of staff) and their contact details are posted on the University's website, under "Personnel".

Vacancies at the OUC and relevant information are published in the Government Gazette of the Republic of Cyprus and on the University's website, under "Vacancies". In certain cases, vacancies are also announced in domestic newspapers and news portals.

Regarding the Recruitment and Evaluation Procedure for Administrative Personnel, the OUC has adopted the respective procedure of the University of Cyprus, which is posted on its website at www.ucy.ac.cy.

C. The Organisation's Development Strategy

The University's development strategy presents its vision, goals and action plan for growth over a four-year period. This strategic planning serves as the University's compass and allows its Administration to turn aspirations into tangible and judicious steps for growth, assess each phase of the process and plan new initiatives and actions.

Information material on the OUC's strategy, the planning of the development strategy and its implementation phases is provided in the University's publication titled "Growth Strategy", posted on the website under "Publications/Periodical Publications".

D. Legislation, Regulatory Administrative Acts (RAAs) and Regulations

The Open University of Cyprus operates under the Law which provides for the Establishment and Operation of the Open University of Cyprus [L. 234(I)/2002].

More information on the applicable legislation, relevant amendments and Regulatory Administrative Acts (RAAs) is available on the University's website, under "OUC Legislation / Regulations".

The University's Internal Regulations are posted on the University's website, under "OUC Legislation / Regulations" and "Study Regulations".

E. Decision making

The Council is the University's highest administrative body and is responsible for the management and control of the University's administrative and financial affairs. It also has a general supervision mandate over all its affairs.

The Senate is the University's highest academic body and is responsible for academic affairs in the areas of both teaching and research.

The Rector heads the University, represents it and manages its affairs, is responsible for the smooth functioning of its services and sees to the enforcement of the decisions of the Council, the Senate and their respective Committees, as well as of the Rector's Council. S/he is assisted in her/his task by the Vice-Rector.

The Rector's Council has executive responsibilities pertaining to day-to-day or current affairs, entrusted to it by:

- (a) The Senate, upon recommendation of the Rector, or
- (b) The Council, upon recommendation of the Chairman of the Council.

Information on the University's Administration and decision making process is available on the University's website, under "University", as well as under the respective website sections.

Decision making processes are laid down in the Laws governing the operation of the Open University of Cyprus, the Regulations and the Internal Regulations, as posted on the University's website, and in the Terms of Reference of the Committees, which are available upon written request.

The procedures pertaining to elections (for the positions of Rector, Vice-Rector, Dean, Deputy Dean, Representatives of the Faculties to the Senate, etc.), promotions of Academic Research Staff and the evaluation and ranking of candidate Adjunct Faculty (Tutors) are set out in detail in the applicable Regulations and Internal Regulations, as posted on the University's website.

F. Services Provided

F.1. Studies at the OUC

The Open University of Cyprus offers the following programmes:

- Undergraduate Programmes of Study
- Postgraduate Programmes of Study
- Doctoral Programmes of Study
- Training Programmes
- Independent Modules (Thematic Units)
- A Programme for Greek Expatriates

Detailed information on the University's Programmes, their structure and modules (thematic units), the faculty and their contact details, tuition fees and admission

requirements and/or scholarships, is published on the University's website, under "Studies" and "Prospective Students".

Information on the examinations, the study regulations and the services offered to students by the Counselling and Psychological Support Office is available on the University's website, under "Students".

The University's website includes amongst others, under "Publications", various University publications such as eFlyers of the various Programmes of Study, eFlyers of the different Faculties, Study Guides and Information Booklets.

F.2.Alumni Office

The Alumni Office of the Open University of Cyprus contributes towards building and strengthening relations among the OUC University community. The Office aims to enhance the relations and bonds of interaction and collaboration between the University and its alumni. Its mission is to promote the engagement of its alumni with the University community and encourage a lifelong relationship with the OUC.

Information on the OUC Alumni Office, the issuance of the alumni card and the privileges offered is available on the University's website, under "Alumni".

F.3.Liaison Office

The Open University of Cyprus has been involved, since 2016, in the implementation of the project titled "University Liaison Offices with the Labour Market". The project is funded by the Structural Funds of the European Union and more specifically by the European Social Fund, as well as by national resources, through the Operational Programme "Employment, Human Resources and Social Cohesion 2014-2020".

Information on the Liaison Office and its services to Students and Businesses is available on the University's website, under "Liaison Office".

F.4.Counselling and Psychological Support Office

The Counselling and Psychological Support Office opened in October 2019, with the aim to provide psychological support and empower students, irrespective of their programme and level of study, through services such as Individual Counselling, Seminars, Experiential Workshops and information material.

Information on the services of the OUC's Counselling and Psychological Support Office is available on the University's website, under "Counselling Office".

F.5.Library

The Library of the Open University of Cyprus is essentially an electronic library in regard to its operation, but also hybrid in terms of content, with collections including a relatively small number of printed publications, but rich digital material.

General information on the vision and mission of the OUC Library, its Conventional and Electronic Services, information sources and partnerships, as well as relevant applications/forms, are available on the University's website, under "Library".

F.6.International Relations and Erasmus+ Mobility Programmes

One of the strategic aims of the Open University of Cyprus is to further enhance its outreach and strengthen its presence in the international academic community.

The University's website provides, under "International Relations", information on the OUC's international actions and partnerships, as well as on the international organisations and University networks in which it is actively involved. This section also contains information and applications procedures for the Erasmus+ mobility programme.

Information Guides for the Erasmus+ programmes can be found on the University's website, in the Periodical Publications section, under "Publications".

F.7.Research

Research is one of the primary objectives of any University. In view of fulfilling the University's pioneering role, the members of the OUC academic community pursue research in line with the latest scientific and technological advances, while fostering the values of civilisation and humanism, with the ultimate aim of contributing towards the growth of Cypriot society.

On the University's website you can find, under "Research", information on the research activities of the Academic Research Staff, the Research Committee and the Research Unit, the management of research projects, running/completed internal and external research projects, forms for submitting Research Activities, as well as general information on research-related issues, such as Rules of Operation and Research Policy.

On the University's website you can also find, under "Publications", Periodical Publications titled "The OUC experts", with information on the research carried out at the OUC.

F.8.eLearningPlatform

The eLearning Platform, eClass, is the University's main educational tool and means of teaching and learning. It is based on the logic of simulation of the conditions of conventional classrooms, and combines the latest technological means of the digital era with current pedagogical techniques.

For more information and access to the eLearning Platform, you can visit <https://eclass.ouc.ac.cy/login/index.php>.

G. Financial Information

The sound management of its financial resources is a key principle for the Administration of the Open University of Cyprus, which strives to ensure the University's smooth and lawful operation and the realisation of its strategic objectives and actions. From the first year of its operation (2006) through to the present day, the budgets reflect the University's growth path, taking into consideration the country's economic conditions, as the OUC is a public higher education institution and therefore receives a State subsidy. Increasing external funding for research and other projects is a priority for the University.

Financial information and details on the management of the University's financial resources can be found in the Annual Budget, which is published in the Government Gazette of the Republic of Cyprus. Relevant financial information is also included in the University's Annual Report, posted on the University's website under "Publications".

Award notices containing the contact details of the successful economic operators for public contracts whose estimated value does not exceed the minimum thresholds set by the European Union are published in the electronic procurement system (eProcurement) and in the Government Gazette of the Republic of Cyprus.

Award notices for public contracts whose estimated value is equal to or exceeds the minimum thresholds set by the European Union are, in addition, published in the Official Journal of the European Union (TED).

H. Policies and Procedures

The University implements a number of internal governance policies and procedures, which are made available to its personnel.

The OUC's Privacy Policy, Cookies Policy and Intellectual Property Policy are published on the University's website.

I. Lists and Records

The University keeps, updates and publishes various Records and Lists pertaining to its actions and services.

More information is posted on the University's website under the respective website sections. The following section provides links to the University's Lists and Records.

I. Information to be Published

A/A	Description	Category	Link	Fees
1	General information	General Information	https://www.ouc.ac.cy/index.php/en/university/governance	Free
2	Vision, Mission and Core Values of OUC	General Information	https://www.ouc.ac.cy/index.php/en/159-english-categories/the-university/1283-vision-and-mission	Free
3	Contact Information	General Information	https://www.ouc.ac.cy/index.php/en/contact-top-2	Free
4	News/Events /Announcements	Informational Material	https://www.ouc.ac.cy/index.php/el/news-events-menu-2 https://www.ouc.ac.cy/index.php/el/news-events-menu-2/nea	Free
5	Organizational Structure	General Information	https://www.ouc.ac.cy/index.php/en/university/governance/university-governance-rectorate https://www.ouc.ac.cy/index.php/en/university/governance/council https://www.ouc.ac.cy/index.php/en/university/governance/senate https://www.ouc.ac.cy/index.php/en/university/governance/rectorscouncil	Free
6	OUC Personnel	List of Personnel	https://www.ouc.ac.cy/index.php/en/university/university-personnel	Free
7	Job Vacancies	Informational Material	https://www.ouc.ac.cy/index.php/el/the-university-4/oucvacancies https://www.ouc.ac.cy/index.php/el/news-events-menu-2	Free
8	Programmes of Study and Scholarships	General Information	https://www.ouc.ac.cy/index.php/en/studies	Free
9	Information concerning Students	General Information	https://www.ouc.ac.cy/index.php/en/students-menu-eng	Free
10	Alumni Office	General Information	https://www.ouc.ac.cy/index.php/el/the-university-4/alumni	Free
11	Industry Liaison Office	General Information	https://www.ouc.ac.cy/index.php/el/the-university-4/liaison-office	Free
12	Counseling and Psychological Support Office	General Information	https://www.ouc.ac.cy/index.php/el/students/councelling-office	Free
13	Library	General Information	https://www.ouc.ac.cy/index.php/en/library-menu-eng	Free
14	International Relations and Erasmus+ Mobility Programmes	General Information	https://www.ouc.ac.cy/index.php/en/university/internationalrelations	Free

15	Lists of Local and International Cooperations	Lists	https://www.ouc.ac.cy/index.php/en/university/internationalrelations/colaborations	Free
16	Consolidated List of signed MoUs	Lists	https://www.ouc.ac.cy/index.php/en/university/internationalrelations/colaborations	Free
17	Erasmus+ Bilateral Agreements	Lists	https://www.ouc.ac.cy/index.php/en/university/internationalrelations/erasmus/erasmus-international	Free
18	Information on Research	General Information	https://www.ouc.ac.cy/index.php/en/press-publications https://www.ouc.ac.cy/index.php/en/research-menu-eng	Free
19	Lists of Internal and External Research Projects	Registers / Lists	https://www.ouc.ac.cy/index.php/el/research/research-projects/research-inprojects https://www.ouc.ac.cy/index.php/el/research/research-projects/research-outprojects	Free
20	E-Learning Platform	General Information	https://eclass.ouc.ac.cy/login/index.php	Free
21	OUC Strategic Plan	Informational Material	https://www.ouc.ac.cy/index.php/el/ekdoseis	Free
22	Legislation & Regulations	Legislation	https://www.ouc.ac.cy/index.php/el/the-university-4/regulations	Free
23	Internal Regulations	Internal Governance	https://www.ouc.ac.cy/index.php/el/the-university-4/regulations	Free
24	Policies and Procedures	Internal Governance	https://www.ouc.ac.cy/index.php/el/data-policy https://www.ouc.ac.cy/index.php/el/copyright-policy https://www.ouc.ac.cy/index.php/el/cookies-policy https://www.ouc.ac.cy/index.php/el/research/research-rules/research-policies	Free
25	Annual Publications	Informational Material	https://www.ouc.ac.cy/index.php/en/press-publications	Free
26	Financial Data	Financial Data	Annual Budget – Government Gazette of the Republic of Cyprus	Free
27	Recruitment Procedure	Internal Governance	http://ucy.ac.cy/legislation/volumeb/1.1.html	Free
28	Administrative Staff Evaluation Procedure	Internal Governance	http://ucy.ac.cy/hr/documents/grafeio_Ypostirixis_axiologisewn/kanones_new.pdf	Free
29	Privacy Policy	Legislation	https://www.ouc.ac.cy/index.php/el/data-policy	Free
30	Copyright/Intellectual Property Policy	Legislation	https://www.ouc.ac.cy/index.php/el/copyright-policy	Free

31	Cookies Policy	Legislation	https://www.ouc.ac.cy/index.php/el/cookies-policy	Free
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IA. Application Submission Procedure

The University supplies information on the following upon request, in accordance with the provisions of the relevant legislation:

- Terms of Reference of Committees upon written request to the Secretariat of each Committee.
- Minutes of the Meetings of Committees/Bodies/Schools, upon written request to the respective Secretariat.

IB. Information which is not made Public

The OUC has the discretion not to publish information whose disclosure:

- (a) is regulated by any other specific legislation on access to information,
- (b) is not in line with obligations imposed by the European Union, or
- (c) would constitute or would be punishable as an offence of contempt of court.

Moreover, the following information categories fall within the scope of the absolute exemptions provided in the Right of Access to Public Sector Information Laws of 2017 and 2018 [L. 184(I)/2017 as amended by L. 156(I)/2018], and are therefore neither supplied in any manner nor published:

- (a) Information to which the applicant has access by other means, as provided in Article 20,
- (b) Information related to or supplied by security bodies, as provided in Article 22,
- (c) Information contained in court files, as provided in Article 29,
- (d) Parliamentary information, as provided in Article 31, and
- (e) Information provided under conditions of confidentiality and secrecy, as provided in Article 34.

IC. Approval and Review of the Publication Plan

This Publication Plan was prepared by the Open University of Cyprus and approved by the Information Commissioner on 9 October 2020, pursuant to the requirements of Article 38 of the Right of Access to Public Sector Information Laws of 2017 and 2018 [L. 184(I)/2017 as amended]. It will be reviewed on a regular basis or whenever deemed necessary.

The Publication Plan is addressed to the public and aims to provide information held and managed by the Open University of Cyprus. For any other information or data not included in this Plan, you may send an e-mail to events@ouc.ac.cy or call

(00357)22411733. In case the provision of the information is subject to a fee, you will be notified accordingly before your request is processed.