

**UNIVERSITY OF NICOSIA**

**CHARTER**

# CONTENTS

	Article	page
<b>1.0 Glossary and Definitions</b>		<b>1</b>
<b>2.0 Aims and Legal Status of the University</b>		<b>2</b>
2.1 Name	9.1a	2
2.2 Headquarters	9.1a	2
2.3 Legal Status of the University	6	2
2.4 Founder of the University	7	2
2.5 Aims of the University	3	2
2.6 Powers of the University	3	4
<b>3.0 Physical Infrastructure</b>		<b>5</b>
3.1 Buildings and Facilities	9.1γ	5
<b>4.0 Structure of the University</b>		<b>6</b>
4.1 Council	25	6
4.2 Senate	26	8
4.3 Rector and Vice-Rector(s)	27, 28	10
4.4 Deans and Associate Deans	29	11
4.5 School Councils	30	12
4.6 Department Councils	31	13
4.7 Teaching Research Faculty	32	15
4.8 Professors Emeritus, Visiting Professors, Post-Graduate Associates and Other Academic Appointments	33	17
4.9 Special Teaching Faculty	34	18
4.10 Administrative Staff	35	19
4.11 Internal Evaluation and Quality Assurance Committee	36	21
<b>5.0 Students</b>		<b>22</b>
5.1 Admission of Students	37	22
5.2 Evaluation of Student Performance and Graduation	38	24
5.3 Bodies Overseeing Student Performance	39	25
5.4 Rights, Obligations and Representation of Students	9.1ζ	26
5.5 Student Care	9.1η	28

<b>6.0</b>	<b>General Regulations</b>		<b>30</b>
6.1	Student Register	42	30
6.2	Internal Regulations	45	30
6.3	Amendments to the Charter	43	30
6.4	Signatures of the Founder & Members of the Temporary Administrative Committee	9(1)	31

## 1.0 GLOSSARY AND DEFINITIONS

- 1.1 «*Applicant and/or Founder*» means the legal entity that submits an application for the establishment and operation of a private university.
- 1.2 «*Accredited Programme of Study*» means a programme of study that has been accredited according to Section V of the Law on Tertiary Education.
- 1.3 «*Internal Evaluation and Quality Assurance Committee*» means the committee that is referred to in Article 36 of the Law.
- 1.4 «*Internal Regulations*» means the regulations issued by the University under Article 45 of the Law.
- 1.5 «*Charter*» means the Charter of the University that is referred to in Article 9 of the Law.
- 1.6 «*University*» means the university that is established under the Law.
- 1.7 «*Minister*» means the Minister of Education and Culture.
- 1.8 «*Board of Directors*» means the Board of Directors of the company that is the Founder of the University.
- 1.9 «*Law*» means the law on Private Universities (Establishment, Operation and Control) of 2005.
- 1.10 «*Campus*» means the grounds where the University houses its academic and other activities.
- 1.11 «*Campus Director*» means the most senior administrative officer of the Campus.
- 1.12 «*Programme of Study*» means a set of courses which, when successfully completed with a minimum specified grade, qualify the student towards attaining a University qualification.
- 1.13 «*Teaching Research Faculty*» (*TRF*) means the Teaching and Research Faculty (Διδακτικό Ερευνητικό Προσωπικό) referred to in Article 32 of the Law.
- 1.14 «*Special Teaching Faculty*» (*STF*) means the Special Teaching Faculty (Ειδικό Διδακτικό Προσωπικό) referred to in Article 34 of the Law.
- 1.15 «*Faculty or Faculty Members*» means all the TRF and STF.
- 1.16 «*Academic Awards*» means the academic awards granted by the University which include: Certificates; Diplomas, Intermediate Diplomas, Higher Diplomas; Bachelor, Postgraduate Certificates and Diplomas, Masters and Doctorate Degrees.
- 1.17 «*Administrative Staff*» (*AS*) means all non-academic staff employed by the university.

## **2.0 AIMS AND LEGAL STATUS OF THE UNIVERSITY**

### **2.1 NAME (Article 9.1a)**

The name of the University is «University of Nicosia» and will be referred to in the Charter as the University.

### **2.2 HEADQUARTERS (Article 9.1a)**

The University will have its headquarters in Nicosia.

### **2.3 LEGAL STATUS OF THE UNIVERSITY (Article 6)**

The University is a corporate legal entity.

### **2.4 FOUNDER OF THE UNIVERSITY (Article 7)**

The founder of the University is EDEX - Educational Excellence Corporation Ltd.

### **2.5 AIMS OF THE UNIVERSITY (Article 3)**

(a) The aims of the University are as follows: -

- The promotion of science, knowledge, learning and education through teaching and research for the benefit of society.
- The cultivation, transmission, application and inter-disciplinary exchange of knowledge.
- The provision of high quality undergraduate and graduate education that is internationally recognized, and of other programmes of study which are of an international standard.

(b) The above aims of the University are achieved through: -

- The creation of an independent academic structure that ensures the free and democratic functioning of academic processes.
- The granting of undergraduate, graduate and other degrees and awards, in a wide spectrum of studies.
- The provision of the opportunity for university level education to persons who meet the University's entrance requirements.

- The promotion of knowledge and its practical applications, through teaching, research and other means, at high standards of quality, and the provision of facilities to this end.
- The provision of life-long learning, training and supplementary programmes of study.
- The integration of education with society and the economy.
- Active participation in addressing the needs of society.
- An international presence and promotion of the University as a centre of attraction for students and scholars from other countries.
- The cooperation with research and educational centres and the promotion of European cooperation and understanding through education.
- The provision of consulting and other services to organizations and social groups outside the University.
- The safeguarding of academic freedom and free academic pursuit of knowledge.
- The submission to the Government and other relevant authorities of responsible reporting regarding its functioning.

(c) Moreover, the University strives to: -

- Remain firmly committed to the economic, social, scientific, and cultural development of Cyprus.
- Develop as an international university, where Cypriot and international students, faculty, and staff are valued for their cultural diversity.
- Recruit and retain qualified faculty and support their development.
- Encourage research, publications, and creative activity.
- Strengthen facilities, resources, and services to provide a stimulating environment conducive to personal growth, discovery and learning.
- Continually review and update programmes to keep pace with developments and standards in international higher education.
- Enhance student communication, democratic leadership and critical thinking.

- Expand opportunities for professional and social interaction.
- Implement the University motto “excellence in education” by encouraging students, faculty and staff to strive for excellence in every activity.

## **2.6 POWERS OF THE UNIVERSITY (Article 3)**

Towards accomplishing its aims, the University may:

- (a) Offer academic programmes of study and award degrees, diplomas, certificates or other academic awards to persons who complete an approved programme of study or research at various locations.
- (b) Bestow honorary degrees, distinctions, prizes, honours and other recognitions.
- (c) Withdraw any degree, diploma, certificate or other academic award as well as an honour, distinction, prize or other recognition awarded to a person who obtained or was awarded this through dishonest and falsified means or representation.
- (d) Establish and operate campuses, units, centres and institutes for the provision of foundation programmes, academic, professional and vocational studies, training seminars and workshops, consulting services, professional development programmes, life long learning programmes, distance education and e-learning, scientific and business research and community or public service activities.
- (e) Act as trustee of whatever property, endowment, donation or gift for any purpose, for the promotion of its aims and the welfare of the University.
- (f) Conclude contracts and/or agreements with other institutions, entities or individuals for providing facilities, equipment or services to and by the university.
- (g) Conclude contracts and/or institutional affiliation agreements with other academic institutions for the transfer of credits, the offering of academic and other programmes, and the award of degrees, diplomas, certificates or other academic awards jointly or in cooperation with or by either institution.
- (h) Conclude any agreement for the cooperation, acquisition or merger with any academic institution or entity, and grant or assume any rights, property and obligations for whatever lawful purpose.

## **3.0 PHYSICAL INFRASTRUCTURE**

### **3.1 BUILDINGS AND FACILITIES (Article 9.1γ)**

- (a) The University will ensure that it has at its disposal buildings and infrastructure facilities adequate to support its programmes. Such facilities will include:
- Classrooms, amphitheatres and other specialized rooms suitable for the delivery of courses.
  - Multi-purpose rooms and laboratories with state of the art equipment for courses and for research.
  - Satisfactory libraries for use by students and faculty.
  - Computer services and Internet access for the needs of students, faculty and administrative staff.
  - A variety of audio-visual and other means including databases and the Internet.
  - Bookshops carrying textbooks and school supplies.
  - Photocopy centres for report preparation and printing.
  - Canteens, cafeterias and other foodservice areas.
  - Gym centres and sport facilities.
  - Areas for other student, faculty and staff services.
- (b) The University's premises and general infrastructure will have adequate provisions for safety and for persons with special needs.
- (c) Details about the premises and infrastructure are given in the Development Plan.

## **4.0 STRUCTURE OF THE UNIVERSITY**

The University has an academic and administrative structure consisting of the Council (chaired by the President), the Senate (chaired by the Rector), Schools (headed by School Deans), and Departments (headed by Department Heads). Moreover, it has School and Department Councils with faculty and student participation.

### **4.1 COUNCIL (Article 25)**

- a) The Council is the highest administrative body of the University. It is responsible for the administration of all matters that concern the University, including financial matters, infrastructure, supervision and control of the administrative and other staff, the number of students for admission, student affairs, confirms the hiring and promotion of the administrative staff and confirms that the proper processes and regulations were adhered to in the (s)election and promotion of academic staff.

In particular, the Council:

- Approves the growth strategy of the University and its administrative policies subject only to the relevant Laws and the University Charter and the directives of the Board of Directors
  - Acts in a way that best promotes the interests and aims of the University and supervises the implementation of the Private Universities (Establishment, Operation and Control) Law 2005
  - Approves the number of new students to be admitted to the University
  - Prepares the annual budget of the University
  - Confirms the appointment and promotion of administrative staff
  - Confirms that the process for the (s)election and promotion of academic officers and faculty, followed the due procedures and regulations
  - Develops the By-Laws that govern its operations and approves the By-Laws of other collective bodies
- b) The size and composition of the Council is to be determined and reviewed periodically, according to the needs of the University. The composition must always comply with the provisions of the Law as regards faculty, staff and student participation. Half of the members of the Council are elected and the other half are to be appointed by the founders.

- c) Upon establishment of the University, the members of the Council will be 14.

Upon its establishment, the University shall have a Council consisted of 1 president and 14 members. The President shall be appointed by the Founder. The 14 members of the Council may be appointed or elected.

The 14 members of the Council shall become members of the Council in the following manner:

- The Rector ex-officio
- The Vice Rector ex-officio
- 4 members from the non-academic community appointed by the Founder
- 3 elected members of the permanent academic staff (of whom 2 shall derive from the Teaching Research Faculty and 1 from the Special Teaching Faculty)
- 3 members from outside the University Academic community appointed by the Founder
- 1 elected member representing the students, elected by the Students Union
- 1 elected member representing the administrative staff

It is understood that the number of the appointed members of the Council shall not exceed more than 50% of the total number of the members of the Council”.

- d) The Council may invite additional members to join any of its meetings, as it deems necessary, but in a non-voting capacity.
- e) No person, found guilty of an offence of moral corruption or entailing the lack of honesty, can serve on the Council or any other collective body of the University.
- f) The Chair of the Council is presently the Executive President (Chief Executive Officer or CEO) of the University. The Vice Chair of the Council is the Vice President of Administration.
- g) The Council takes decisions with a simple majority. In case of a tie vote, the Chair of the Council has a casting vote.
- h) The term of office for the elected or appointed members of the Council is:
- Two years for the Chair of the Council.
  - Two years for the members who are appointed by the Founder.
  - Two years for the elected TRF members, STF member and administrative staff member.
  - One year for the student appointed by the Student Union.

- i) The Council may constitute committees from among its members and delegate to them authority on such terms as it deems necessary
- j) The election of the TRF, STF and administrative staff representatives to the Council will be held as follows:
  - The election of representatives is held during specially convened meetings before the expiry of the term of office of the current representatives.
  - Nominations are submitted to the Rector at least one week before the meeting.
  - Each voter can vote for up to the number of available positions. The person with the highest number of votes is elected.
  - When a position becomes vacant, elections must be held within 3 weeks from the date the position becomes vacant.

## **4.2 SENATE (Article 26)**

- (a) The Senate is the highest academic body of the University and is responsible for all work relating to teaching, research and other academic activities. In particular, the Senate:
  - Determines the general educational and research policy of the University.
  - Determines the academic programmes and levels as well as the method of admission of students to the University.
  - Determines the admission requirements to the University's programmes, the grading system, the promotion requirements for students, and the conditions for the award of Degrees and Diplomas.
  - Recommends to the Council the creation or abolition of Schools or Departments.
  - Defines the process of selection and promotion of faculty members. It is understood that the Council approves academic appointments and promotions proposed by the Senate.
  - Recommends to the Council the development of the infrastructure of the University.
  - Promotes the relations of the University with other educational institutions and organizations locally and internationally.
  - Recommends to the Council the award of honorary degrees and other academic distinctions.
  - Defines the academic policies of the University Library and Information Services.

- Issues, in co-operation with the Council, Internal Regulations
- (b) The members of the Senate are:
- The Rector
  - The Vice Rector(s)
  - The Deans of all Schools
  - The Vice-President of Administration
  - Two elected TRF representatives from each School
  - One elected STF representative from each School
  - One elected student representative from each School
- (c) The Chair of the Senate is the Rector or, in case of absence, the senior Vice-Rector.
- (d) The terms of office of the Senate members who are elected or appointed are:
- Two years for the TRF members and the STF members.
  - One year for the student representatives.
- (e) The Senate develops its own By-Laws that must also be approved by the Council. The Senate may constitute committees from among its members and delegate to them authority on such terms as it deems necessary.
- (f) The election of the School TRF, STF and student representatives to the Senate will be held in the same manner as the election of representatives to the Council during specially convened meetings chaired by the School Dean.
- (g) The Senate exercises disciplinary control over students and faculty. The Senate formulates the appropriate policies, regulations and procedures, and appoints, with the approval of the Council, the members of the:
- Student Disciplinary Committee (SDC).
  - Student Appeals Committee.
  - Faculty Disciplinary Committee.
  - Faculty Appeals Committee – which may be the Senate itself.
- (h) Student disciplinary offences may be major or minor. Only major offences are handled by the SDC. Minor offences are examined by the Department Council. Offences are any violations of the Internal Regulations, other university directives and the university's code of conduct. Academic plagiarism, replication of academic awards, falsification of records, theft, abuse or damage of property, criminal acts, violations of security precautions or cause of malfunction of electronic equipment, sexual harassment, and provocative, offending or disturbing behaviour are major offences when connected with the University and its faculty, students and staff.
- (i) The penalties for major student offences are: written reprimand, grade penalties for offences related to examinations and written work, obligation to offer unpaid

services within the University, withdrawal of privileges the nature of which does not affect their education, imposing financial penalties for the whole or part of the damage inflicted on buildings, premises or equipment of the University, suspension, expulsion from the University for a period up to two semesters, dismissal from the University, and any combination of the above. The penalties for minor offences are oral or written reprimand.

- (j) Faculty disciplinary offences are any violations of the Internal Regulations, terms of employment, collective agreement, university directives as well as inadequate performance and behaviour or conduct against the declared philosophy, mission, or objectives or code of conduct of the University. Academic plagiarism, replication of academic awards, falsification of records, theft, abuse or damage of property, criminal acts, violations of security precautions or cause of malfunction of electronic equipment, sexual harassment, and provocative, offending or disturbing behaviour are major offences when connected with the University and its faculty, students and staff.
- (k) The penalties for major faculty offences are: written reprimand, postponement of salary increase, loss of salary increase, fine not exceeding the equivalent of three months salary, downgrading of salary scale, suspension without pay from duties for a period up to one academic year, compulsory retirement and dismissal.
- (l) Detailed disciplinary regulations and procedures are found in the Internal Regulations. However, all disciplinary procedures against students or faculty must include the bringing of written charges, the right of the accused to defend him/herself, the exclusion of the accuser from disciplinary committee membership and the right of either party to appeal. Also, the exercise of disciplinary procedures is independent of any legal action against the accused.

### **4.3 RECTOR AND VICE-RECTOR(S) (Articles 27 & 28)**

- (a) The Rector and Vice-Rector(s) are elected among the faculty with the rank of Professor by the members of the Department Councils.
- (b) The Rector is the Chief Academic Officer (CAO) of the University. The Rector ensures that the decisions of the Senate and the Council are carried out and is generally responsible for the implementation of the educational policy of the University.
- (c) The Rector:
  - Oversees the strategic academic development and implementation of University academic policies.
  - Supervises the functioning of Schools and Departments; the adherence to the Laws, the Charter and the Internal Regulations; and, promotes cooperation between the various bodies of the University, the faculty, students and staff.

- Recommends to the Senate the establishment or abolition of schools or departments.
  - Establishes and promotes ties with other universities and educational institutions.
  - Oversees the operation and effectiveness of the academic quality assurance policy and procedures of the University.
  - Convenes the Senate, draws up its agenda, chairs its meetings and is responsible for the implementation of its decisions. Also, convenes the electoral bodies for the election of the Deans and participates, either in person or through the Vice Rector, in the meetings of all collective bodies of the University.
  - Makes decisions and takes specific measures for dealing with urgent matters when collective bodies of the University are unable to function and decide.
- (d) The Vice Rector(s) assist(s) the Rector in carrying out any or all duties and, on a rotation basis, exercise all the powers and duties of the Rector in case the Rector is absent or unable to perform his/her duties.
- (e) The term of office of the Rector and Vice Rector(s) is four years.
- (f) The election of the Rector and the Vice Rector(s) will be held as follows:
- The Rector and the Vice-Rector(s) are elected during a specially convened meeting called by the Vice President of Administration before the expiry of the term of office.
  - Nominations are submitted to the Vice President of Administration four weeks before the election.
  - A candidate who receives 50%+1 votes is elected. In case of a tie vote, the election is repeated between the two candidates with the highest number of votes.
  - If the positions of the Rector/Vice Rector(s) become vacant, elections will take place within 6 weeks from the time the positions become vacant. The positions may become vacant by reason of resignation, illness, incapacity, inefficiency, or disciplinary offence as determined by the Council in consultation with the Senate.

#### **4.4 DEANS AND ASSOCIATE DEANS (Article 29)**

- (a) In each School, a Dean and an Associate Dean are elected by the members of the Department Councils of the School. The Dean and Associate Dean must hold the rank of Professor or Associate Professor.
- (b) The Deans report to the Rector (through the senior Vice Rector). The Associate Dean reports to the Dean.
- (c) The Dean, as the chief academic officer of the School:
- Prepares the academic strategy for the School.
  - Oversees the implementation of academic policy and the decisions of the

Council and the Senate.

- Coordinates and supervises the functioning of the Departments within the School.
  - Draws up and proposes the School budget in cooperation with the Heads of Departments.
  - Oversees the recruitment, performance evaluation, and development of School faculty.
  - Provides direction for the introduction of new programmes and new research initiatives.
  - Ensures that students are provided with timely and accurate information and support regarding their studies at the School.
  - Promotes links with community/industry, academic institutions, and professional bodies that will enrich the student learning experience at the School, and the continuous development of the School faculty.
  - Ensures adherence to quality and standards in all academic activities in the School.
  - Appoints committees for the study and furthering of specific issues.
  - Convenes the School Council, draws up its agenda, and chairs its meetings.
- (d) The Associate Dean assists the Dean in carrying out his/her duties and exercises all the powers and duties of the Dean, in case the Dean is absent or unable to perform his/her duties.
- (e) The term of office of the Dean and Associate Dean is three years.
- (f) The election of the Dean and Associate Deans is carried out in a manner similar to the election of the Rector and Vice Rector(s) during specially convened meetings chaired by the Rector.

#### **4.5 SCHOOL COUNCILS (Article 30)**

- (a) In each School there is a School Council consisting of:
- The Dean and Associate Dean of the School.
  - The Heads of Departments of the School.
  - Two members of the TRF from each Department of the School, elected by the Department Council.
  - One member of the STF from each Department of the School, elected by the Teaching Faculty of the Department.
  - One student representative from each Department.
- (b) The Dean of the School chairs the School Council.
- (c) The duties of the School Council cover academic matters similar to those under the jurisdiction of the Senate, and its decisions are subject to Senate approval.

Thus, the School Council:

- Is responsible for the implementation of the decisions of the Senate, as well as adherence to the Law, the Charter and the Internal Regulations of the University.
  - Is responsible for the development of School Policies
  - Sets goals and objectives for the School.
  - Oversees the implementation of academic policy.
  - Plans and works out proposals for academic, research and social issues which are related to the fields of the School.
  - Follows the procedures for the establishment of standards of quality relating to programmes, academic staff and students.
  - Proposes to the Senate:
    - The creation of new programmes of study, new laboratories, and new research centres.
    - The hiring of faculty for the needs of Departments.
    - Modifications/improvements to the programmes or specializations of the programmes offered by the School.
- (d) The election of the TRF, STF and student representatives to the School Council is carried out in a manner similar to the election of representatives to the Senate during specially convened meetings chaired by the Head of Department.
- (e) The term of office of the members of the School Council that are elected or appointed is:
- Two years for faculty members.
  - One year for students.
- (f) The student representative shall not receive papers or participate in the discussion regarding financial and disciplinary matters, appointments, promotions and matters affecting the personal position of employees of the University or the admission and academic assessment of individual students.

#### **4.6 DEPARTMENT COUNCILS (Article 31)**

- (a) In each Department of the School, there is a Department Council in which the following persons participate:
- All members of the TRF of the Department.
  - One elected member of the STF of the Department.
  - Elected student representatives of the Department amounting to 20% of the other members of the Council.
- (b) The duties of the Department Council cover academic matters similar to those under the jurisdiction of the Senate and its decisions are subject to School approval. In general, the Department Council:
- Defines the general educational and research policy of the Department, and determines its strategies for development.

- Ensures adherence to the Internal Regulations of the University as they relate to the Department.
  - Proposes to the School Dean:
    - The creation of new programmes of study and necessary infrastructure support.
    - The distribution of approved funds for meeting the expenses of educational research, and other activities of the Department.
    - The hiring of faculty for the needs of the Department.
    - Modifications/improvements of pathways or specializations of the degrees offered in the Department.
- (c) The election of the STF and student representatives to the Department Council is carried out in a manner similar to the election of representatives to the Senate during specially convened meetings chaired by the Head of Department.
- (d) The term of office of the Department Council members is:
- Two years for the Head and Associate Head of the Department.
  - Two years for the STF faculty member.
  - One year for the student representative(s).
- (e) Department Council decisions that affect other Departments within the School will have to be approved by the Dean and, if required, by the Senate.
- (f) The Head and Associate Head of the Department hold the rank of Professor or Associate Professor. In case there is no faculty with this rank in a Department, then Assistant Professors can be elected as Acting Head and Acting Associate Head of Department.
- (g) The Head of the Department:
- Provides management and leadership for the Department.
  - Prepares the academic strategy of the Department.
  - Presides over the work of the Department Council. S/he prepares the agenda and makes suggestions on matters within his/her jurisdiction.
  - Ensures that the decisions of the Department Council, of the School, and the Senate are implemented.
  - Draws up and proposes the Department budget in cooperation with the Programme Coordinators.
  - Provides direction for new programme introduction and new research initiatives.
  - Ensures that students are provided with timely and accurate information and support regarding their studies at the Department.
  - Sees to it that all problems, of an academic nature, raised by students are dealt with in a satisfactory manner.
  - Promotes links with community/industry, academic institutions, and professional bodies that will enrich the student learning experience at the Department, and the continuous development of the Department faculty.

- Sets up committees for the study and processing of specific issues.
  - Plans and assigns teaching among the faculty.
  - Submits to the Dean of the School an Annual Report on activities, as well as a Planning Report for the Department.
- (h) The election of the Head and Associate Head of the Department is carried out in a manner similar to the election of the Rector and Vice Rector(s) during specially convened meetings chaired by the School Dean.

#### **4.7 TEACHING RESEARCH FACULTY (Article 32)**

- (a) TRF are employed at the University as professors, associate professors, assistant professors and lecturers. They are holders of a doctoral degree in a field related to the subjects they teach, and have a record of appropriate research / teaching experience.
- (b) TRF members:
- Engage in teaching, research and other relevant activities within the academia.
  - Engage in the development, implementation and continuous evaluation of the programmes of study, the undertaking of research and the provision of guidance to students.
  - Are involved in the dissemination of scholarly developments to the wider society.
- (c) The TRF of the University are hierarchically ranked as:
- Professors
  - Associate Professors
  - Assistant Professors
  - Lecturers
- (d) The qualifications, method of selection, and terms of appointment of the TRF follow international standards and are as follows:

The selection of faculty is the responsibility of the Head of Department and Dean of School. The hiring of faculty is confirmed by the Senate and the Council. The process for selecting a faculty member has the following elements:

- There is a School Faculty Selection Committee (SFSC) – as determined by the School according to the Internal Regulations.
- Job vacancies are advertised.
- All applications received are screened and a short-list is prepared.

- All short-listed candidates are invited to a preliminary interview or, if abroad, for a videoconference with the members of the SFSC.
  - Whenever feasible, candidates are then invited by the Campus Director to deliver a presentation before a panel.
- (e) The SFSC then selects the best candidate in order of preference and the Campus Director sets the faculty remuneration according to the faculty salary scales in force; once the two parties come to agreement the contract of employment is signed. If negotiations fail, then the next candidate is invited. If the SFSC is dissatisfied with all candidates, the position remains vacant or is re-advertised.
- (f) The successful candidate is given a provisional rank held until the Selection and Promotion Committee (SPC) makes the final decision.
- (g) The SPC is also used for promotion purposes. All members of the SPC should hold a rank at least equal to the highest rank that the candidates have applied to be appointed to. The Committee is chaired by the Vice Rector.
- (h) The SPC reviews each application and considers the following:
- Whether the applicant meets the formal requirements of the rank.
  - Whether there is additional supporting evidence that warrants the applicant's promotion.
- (i) The SPC may request additional evidence, including external referees, before reaching a decision. It may also request that the applicant be called for an interview. The decisions of the SPC are sent to the Senate for approval. The Senate has the right to refer back to the SPC cases that may need to be re-examined. All initial rankings or promotions are approved by the Senate and by the Council. Appeals to the Council's decision should be sent to the Rector within fifteen days from the announcement of the decision.
- (j) The requirements for each rank listed from lower to higher are (more details are provided in the Internal Regulations):

- **Lecturer**

An appointee to the rank of Lecturer shall hold a Doctorate. There shall be evidence of potential for excellence in teaching, publications from his/her Doctorate research and for a successful academic career. (Time in the rank of Lecturer before promotion is 3 years)

- **Assistant Professor**

In addition to having the requirements for the Lecturer rank, the appointee should have qualities suggesting a high level of teaching ability in the relevant academic field, and should provide evidence of potential for superior research, scholarship, and professional creativity in his/her field. (Time in the rank of Assistant Professor before promotion is 4 years)

- **Associate Professor**

In addition to having the requirements for the Assistant Professor rank, the appointee should have a high level of competence in teaching and advising in the relevant academic field, should have demonstrated significant research and scholarship leading ideally to international recognition in his/her field and show promise of continued productivity, and competence to direct and promote research. In addition the appointee should have served the profession or the community in useful ways. (Time in the rank of Associate Professor before promotion is 4 years)

- **Professor**

In addition to having the requirements for the Associate Professor rank, the appointee should have an established internationally designated reputation for research, scholarship and a distinguished record of teaching. There must also be evidence of continuing relevant and effective professional service.

- (k) The terms of employment are periodically negotiated and agreed between the faculty and the administration and are stated in the Collective Agreement. In general, the terms of employment include the salary scales and teaching hours, which depend on one's rank, medical insurance, COLA, provident fund, vacation and sick leave, research time release, tuition waiver, conference allowance, sabbatical, Ph.D. subsidisation, etc.

#### **4.8 PROFESSORS EMERITUS, VISITING PROFESSORS, POST-GRADUATE ASSOCIATES AND OTHER ACADEMIC APPOINTMENTS (Article 33)**

- (a) The University may utilize the services of Professors Emeritus, Visiting Professors, and Post Graduate Associates. Their qualifications, method of selection, and terms of employment are similar to those offered to Research Faculty.
- (b) Professors Emeritus, Visiting Professors, and Post Graduate Associates are considered as members of the Teaching Research Faculty of the University.

- (c) Professors Emeritus are usually retired professors with high academic respect and esteem. Professors Emeritus may engage in research and teaching activities similar to that of high-ranking academics of the University.
- (d) Visiting Professors are local or foreign academics with qualifications equivalent to those of the Research Faculty of the University. Their association with the University may be on a full-time or part-time basis, for a fixed period of time with possibility for renewal. Visiting Professors are characterized by their contribution and international recognition in their field of study.
- (e) Post-graduate Associates are graduates whose association with the University provides a chance for them to continue their research while becoming more involved with teaching.
- (f) Fellows and Associates are other academic appointments relating to individuals who have distinguished themselves in certain areas of activity but do not wish a permanent position at the University. Such individuals may include distinguished ministers, politicians, CEOs, executives, researchers, practitioners, artists and others. The University may call these individuals either Research/Teaching Fellows or Visiting Lecturers/Fellows/Associates. In these cases, compensation, if any, is negotiated on a case-by-case basis and a title is bestowed for the duration of their association with the University.

#### **4.9 SPECIAL TEACHING FACULTY (Article 34)**

- (a) In every Department of the University there may exist STF whose numbers may not exceed 30% of the TRF of the School.
- (b) Teaching Faculty may not possess a Doctorate degree but usually possess a terminal degree in their field of study. STF are primarily involved in teaching, rather than research, or teach in programmes where a Doctorate is not usually available.
- (c) The selection process, and the terms of employment are the same as those described for the TRF. However, STF are given fixed contracts and are not considered for tenure. The ranks of Special Teaching Faculty are:

- **Assistant Lecturer**

An appointee to the rank of Assistant Lecturer shall hold a Bachelor Degree or a relevant professional qualification plus experience in the field of specialization. (Time in the Rank of Assistant Lecturer before promotion is 7 years)

- **Associate Lecturer**

An appointee to the rank of Associate Lecturer ordinarily shall hold either a Master's degree or a Bachelor's Degree (or post-graduate diploma) plus ten years of relevant full-time teaching in accredited institutions of tertiary education or relevant industry experience.

#### **4.10 ADMINISTRATIVE STAFF (Article 35)**

- (a) For the smooth functioning of the University, the University Council employs an adequate number of administrative staff and an appropriate administrative structure. All administrative policies are approved by the Council and are uniformly applied in a non-discriminatory manner.
- (b) The administrative structure of the University has departments catering for the following key areas:

**Academic Affairs**

Prepares degrees, transcripts, course and exam schedules, processes student and grade petitions, implements academic policies and rules, and keeps and updates student records, course outlines, syllabi, course portfolios and academic paths.

**Admissions**

Provides information to prospective students, admits students, keeps records/files of applications, corresponds with Immigration and Migration Offices, making agreements with other institutions, applies for student entry visas and organising Open Days and visits by schools.

**Administration**

Implements established policies and procedures regarding H.R., oversees the Campus physical plant, facilities, events and activities, evaluates tenders and maintains safety and cleanliness.

**Computer Centre**

Develops and implements IT concepts, strategies and related policies and regulations, maintains, installs, operates and recommends purchasing for equipment, software and service, develops in-house training programs and information systems.

**Finance**

Prepares budget and financial reports, implements financial policies and internal audit, deals with all financial issues relating to students, processes accounting transactions and the payroll.

**Library**

Ensures that materials support the teaching, research, and academic programme needs, provides an on-line catalogue and other electronic resources, establishes

agreements for resource sharing and prepares reports for the Ministry of Education for accreditation purposes.

### **Professional Studies**

Provides professional training for international business qualifications through professional bodies and provides life long learning opportunities to professional people in Cyprus through Continuing Professional Development courses.

### **Student Affairs**

Encourages student initiative and development, provides housing services, offers assistance to international students, organises various social activities, increases awareness through various means of communication, create career awareness, keeps good relations with Alumni and encourages sport involvement.

### **Training and Development**

Responsible for training and development courses, workshops, support and programmes, offers various international accredited certification exams and memberships, and analyses and designs new courses.

### **Consultancy Unit**

Provides a broad spectrum of consulting services to the Cypriot Business Community, as well as to other organisations (governmental and non-governmental), on a commercial basis.

### **Note: Minimum Qualifications for the Director of every Department**

- A Masters Degree in a relevant field
- Initiative, resourcefulness and ability to organise and lead

In addition to the above departments, there are the following Centres / Units / Offices:

- Research & Development Centre
- Quality Assurance Office
- Institute of Mass Media
- Mediterranean Institute of Gender Studies
- Centre of Leisure, Tourism and Sport R&D
- Centre of Counselling Services (KESY)
- Research in Behaviour & Social Issues Centre
- TV & Radio Unit
- Distance Learning
- Counselling Centre
- Communications Office

Also, there are: Bookstores, photocopy services, canteens, cafeterias and restaurants.

- (c) The duties and responsibilities of administrative staff are shown in Job Descriptions. All employees are assigned to ranks and salary scales depending on the job description and qualifications.

- (d) In addition to the duties and responsibilities, all staff must: a) abstain from improper behaviour towards other members of staff, faculty, and students, b) follow the University's Code of Conduct, c) avoid unjustified absences and tardiness, and d) exhibit professionalism, integrity and excellence.

All administrative staff must comply with the Internal Regulations and the Staff Manual and demonstrate interest for continuous self-development.

- (e) Staff Compensation – salary and annual increment depend on the rank. Benefits include COLA, 13<sup>th</sup> salary, provident fund, medical insurance, vacation, sick leave and maternity leave, tuition waiver and others.

#### **4.11 INTERNAL EVALUATION AND QUALITY ASSURANCE COMMITTEE (Article 36)**

- (a) The Council ensures that an Internal Evaluation and Quality Assurance Committee functions within the University. The committee monitors adherence to standards for the provision of educational services by the Schools and the submission of recommendations for improvements.
- (b) The composition and method of selection and terms of office of the members of the committee are described in the Internal Regulations.

## **5.0 STUDENTS**

### **5.1 ADMISSION OF STUDENTS (Article 37)**

- (a) Admission of a student to the University is realized upon inclusion of the student's name in the Student Register as per the provisions of the Law, Article 42.
- (b) Admission of students is based on criteria which are outlined below and which are explained in detail in the Internal Regulations and the University Prospectus. The University adheres to a policy of non-discrimination in admitting students without regard to race, colour, religion, gender, handicap or national origin.
- (c) Inclusion of a student's name in the Student Register is conducted according to several criteria described in detail in the University Prospectus that is distributed free to all students.
- (d) The minimum requirement for admission into an undergraduate degree programme is:
  - A School leaving certificate from a recognized secondary education academic institution of at least six years duration, or
  - Equivalent qualification acquired in Cyprus or abroad.
- (e) Admission is granted under different categories depending on the student's qualifications and educational objectives. The University admissions policy relies on the student's past record including high school grades, proficiency in English or, in some cases, Greek. For certain programmes there may be special requirements.

#### **Undergraduate Admission**

The main categories for undergraduate admission are:

- **Regular Academic Admission**

Regular admission to academic programmes requires a recognized Secondary School Leaving Certificate with a grade of 7.5 out of 10 or 15 out of 20 or a rank in the top 50%, or equivalent qualifications. Transfer students from other recognized educational institutions fall under this category (Regular Academic Admission – Transfer).

- **Special Academic Admission**

This category of admission may be offered to students who possess a Secondary School Leaving Certificate but who do not have the stipulated grades or other requirements for regular admission. Such students may be eligible for special admission if they have relevant practical experience, or other record of achievement, or show evidence of ability to benefit from University education. Special admission students may take regular credits but load limits may apply until the time they establish their eligibility for regular admission. Special admission is offered to students with a low ability and with special needs.

- **University Preparatory Programme Admission**

Students are admitted under this status if they need English language or other non-credit instruction to meet the established standards of admission. Such students may take courses, which constitute an integral part of a registered programme.

- **Transient / Exchange Student Admission**

Students who are pursuing a degree programme at another accredited institution may enrol at the University under this admission status. A letter or transcript indicating that the student is in good academic standing at his or her institution is required. An application form must be completed but normal admission requirements are waived for transient/exchange students.

- **Non-Degree Admission**

A non-traditional student may be permitted to enrol in selected courses on a non-degree basis. Normal admission requirements may be waived for non-degree students but regular class attendance is expected and course pre-requisites must be met.

### **Post-Graduate Admission**

The minimum requirement for admission into a post-graduate degree programme is a Bachelor Degree from a recognized university (i.e. American, European, or another recognized equivalent qualification). Additional requirements may apply in different Departments and Programmes.

- (f) The University will take prudent measures to ensure that the student meets the minimum requirements for admission, and that the credentials presented by the student are not false or deceitful.

## 5.2 EVALUATION OF STUDENT PERFORMANCE AND GRADUATION (Article 38)

- (a) The method of performance evaluation and promotion of students as well as the procedure for graduation and granting of awards is based on the credit system, which represents the amount of academic work completed, and the 4.0 system of grading. The Grading system of the University is as follows:

<u>Number Grade</u>	<u>Letter Grade</u>	<u>Quality Points</u>	<u>Number Grade</u>	<u>Letter Grade</u>	<u>Quality Points</u>
93 – 100	<b>A</b>	4.0	67 – 69	<b>D+</b>	1.3
90 – 92	<b>A-</b>	3.7	63 – 66	<b>D</b>	1.0
87 – 89	<b>B+</b>	3.3	60 – 62	<b>D-</b>	0.7
83 – 86	<b>B</b>	3.0	0 – 59	<b>F</b>	0.0
80 – 82	<b>B-</b>	2.7		<b>P (Pass)</b>	0.0
77 – 79	<b>C+</b>	2.3		<b>AU (Audit)</b>	0.0
73 – 76	<b>C</b>	2.0		<b>DE (Deferred)</b>	0.0
70 – 72	<b>C-</b>	1.7		<b>I (Incomplete)</b>	0.0

- The grade of "**P**" (Pass) (awarded for practical courses that are not examined by a written final exam and for practicum work) is not used in computing a student's grade point average (GPA or CPA), but the credits earned are included in the earned hours.
  - Incomplete work (grade "**I**") must be made up in one month after the end of the semester or else the faculty member will record zero marks in that particular exam or area of work.
  - A grade may be deferred (**DE**) when the faculty member concerned has certain doubts regarding the student's work or if the work to be completed will be submitted after a period of one month.
  - **AU**: If a student wishes to attend a class regularly but does not wish to receive a grade or credit, the student may choose to audit the course
- (b) A student's Grade Point Average (GPA) shows the average performance for the semester. It is determined by multiplying the number of credits by the quality points earned for each course, adding them all up and dividing this sum by the total number of semester credits.
- (c) The minimum number of credits required for the following are:

Certificate	30 credits
Diploma	60
Higher Diploma	90
Bachelor Degree	120
Master Degree	30
Doctorate	Research-based Dissertation or Dissertation plus courses

(d) An Academic Award (e.g. Diploma or Bachelor) is given when the student:

- Completes the total required number of credits
- Completes the specific course requirements in the Programme Pathway
- Maintains a certain Cumulative Point Average

Additional graduation requirements may be specified by Departments and Schools in some undergraduate and graduate programmes.

(e) The method of examining students is diverse and depends on the level of studies the student is pursuing:

- For undergraduate studies, the University carries out its own examinations
- For graduate studies, the examination and evaluation of the Thesis or Dissertation and of the general performance of the student is undertaken by a Committee in which a faculty member from another recognized institution of higher education participates.

(f) The University ensures that the academic progress of each student including grades, prizes, scholarships or other aid granted, as well as degrees awarded, is entered in the Student Register. The Student Register is maintained in print form in areas with restricted access, and in electronic form with appropriate backups.

(g) The criteria for grants, scholarships, aid, awards and student loans provided to students and details of part-time employment at the University take the form of merit scholarships, need-based assistance, athletics scholarships, and on-campus work-study programmes.

- Academic Merit Scholarships
  - Based on Grades in High School
  - Based on Academic Performance at the University
- Athletics Scholarships
- Need-based Assistance – for large families, for families with two or more brothers or sisters studying at the University, and for students facing financial problems
- On-campus Work-Study Programmes

### **5.3 BODIES OVERSEEING STUDENT PERFORMANCE (Article 39)**

(a) In order to monitor the progress and evaluation of students, the Senate, supported by the School Councils, ensures that appropriate bodies or persons are created to monitor student performance and progression at course and programme level. Student performance is thus monitored by:

- Faculty Members – monitoring student performance at course level with continuous assessment (homework, tests, quizzes, mid-term exams, etc.) and final exams. Faculty maintain office hours when students can see them.

- School Academic Advisor – monitors student performance at programme level guiding students through their chosen academic programme. The advisor also monitors weak students who may be on probation. Students with special needs are referred to the Counselling Centre for help.
  - Heads of Departments / Deans of Schools – approve and monitor final grades through various statistics and charts. They can also provide academic advising beyond that provided by the School Advisor.
  - University Registrar / Director of Academic Affairs – prepare probation lists for the School Deans and inform students to discuss their situation with their advisor or Head or School Dean.
- (b) Additional quality procedures and mechanisms may be developed and implemented once quality assurance regulations are developed and implemented by the Government, based on European mandates.

## **5.4 RIGHTS, OBLIGATIONS AND REPRESENTATION OF STUDENTS (9.1ζ)**

- (a) The rights and obligations of students and the different methods of their representation in various bodies of the University are described below:
- (b) Rights of Students:
- Students are members of the University community and share common values and rights.
  - The fundamental rights of the students are the right to learn and the right to express ideas freely.
  - Students are represented on appropriate university bodies including the Council, the Senate, School Councils, Department Councils, and the Student Disciplinary Committee.
  - Students have the right of free speech and assembly within the context of University regulations.
  - Students may set up a union called the ‘Student Union’.
  - Students may express their views and evaluate faculty, administrative staff, and academic programmes.

- Students have voting rights in all University bodies for all matters concerned, except matters pertaining to financial issues, disciplinary matters related to faculty and staff, appointments, promotions and matters affecting the personal position of employees of the University, or the admission and academic assessment of individual students and/or the offering of academic awards.
- Students expect commitment from faculty, administrative staff and the Student Union officers.
- Students may submit petitions requesting review of grades, exemptions from academic regulations and review of decisions on disciplinary matters.
- Students may have access to all information related to teaching and learning, student regulations and student life. Each student is provided with a Student Handbook that includes student regulations and related material. The policies and regulations may also be accessed in electronic form on the University Intranet.

(c) Obligations of Students:

- To be familiar with University rules and regulations and fulfil the required obligations to the University.
- To fully understand their academic paths and meet regularly with their academic advisors.
- To be familiar with and follow the University calendar.
- To pay tuition, fees and other charges for services to the University. Tuition, fees and other charges are published and made available to all students.
- To fully comply with all their obligations to the University in a timely manner. Students with outstanding obligations are not entitled to receive grades, transcripts or other documents from the University.
- To be familiar with regulations concerning academic, disciplinary and immigration matters.

(d) Representation of students in University bodies and committees.

- In so far as it shall further the educational purposes of the University, there shall be a Student Union of the University. The Constitution of the Student Union shall be reviewed by the Senate and the Council for conformity with University regulations.

- A key function of the Student Union is the representation of student views and interests within the University, locally, nationally and internationally. The Student Union ensures that students' opinions contribute significantly towards influencing University decisions.
- Membership of the Council, Senate, School Councils, Department Councils and the Student Disciplinary Committee includes student representatives. These representatives are elected except for the Council where the Student Union appoints its representative.

## **5.5 STUDENT CARE (Article 9.1η)**

- (a) The student care services provided by the University to its students include tuition discounts and scholarships, food and lodging and other forms of student support as presented below.
- (b) The University provides a broad array of free support services to its students. These are listed in the Student Handbook and on the Intranet. Some of these services are:
  - New Student Orientation – one-day introduction to programmes, faculty, student activities and student regulations.
  - University Skills Orientation (USO) Programme – 4-week, intensive classes in English, Maths and study skills.
  - Lodging and Food - assists students in finding suitable accommodation at hostels or apartments. Good quality food at reasonable prices is also available in University restaurants and cafeterias.
  - The University Bookshop - provides new and used textbooks and specialized material.
  - Internet and Intranet Access- with a student account number, students can access a wealth of reference material as well as course material and study guides posted on the Intranet. Grades and financial information are also posted on the Intranet.
  - Student Clubs and Societies – such as international, business, computer, music and dance provide opportunities for students to become involved.
  - Sports Activities – with participation in the Cyprus University Sports Federation.
  - Student Publications - published by students and by the Office of Student Affairs.

- Student Counselling – by qualified counsellors.
- Career Services and Job Placement – through workshops, seminars, job fairs and job vacancies.
- Student Union - elects its own officers, promotes the welfare, cultural and other interests of the students, and appoints or elects students on various university bodies.
- Alumni Association - maintains contact with alumni, organizes several activities and acts as a forum for discussion.

## **6.0 GENERAL REGULATIONS**

### **6.1 STUDENT REGISTER (Article 42)**

- (a) The University maintains a Student Register containing the names of all students. The nature of the Student Register and the information contained for each student is shown below:
- General Information – including the student ID and contact information.
  - Financial Data – such as tuition and fees, payments, financial aid etc.
  - Performance Data – semester-by-semester data on courses taken, grades, GPA, credits transferred, academic standing and academic awards.
  - Academic Affairs – Communication regarding probation and disciplinary matters.
- (b) All student information is considered to be confidential and subject to the Data Protection Act, and therefore access is limited to authorized officers of the University. No information on students is made available to non-university personnel except certain information on non-EU students required by the Ministry of Education and the Immigration Office to ensure compliance with regulations relating to student load and student visas.

### **6.2 INTERNAL REGULATIONS (Article 45)**

- (a) The Council, supported by the Senate on matters falling within its jurisdiction, issues Internal Regulations to address any matter related to the functioning of the University, assuming that it is not regulated by the Law or the Charter.
- (b) The Internal Regulations are communicated to the Minister who exercises control as to the legality of their content.
- (c) The implementation by the University of any Internal Regulations that are deemed by the Minister as contrary to the provisions of the Law or the Charter is considered to be a violation of the Law.

### **6.3 AMENDMENTS TO THE CHARTER (Article 43)**

Any amendment to the Charter of the University is prohibited unless a relevant application justifying the reasons for it is forwarded by the Council and approved by the Minister.

**6.4 SIGNATURES OF THE FOUNDER & MEMBERS OF THE  
TEMPORARY ADMINISTRATIVE COMMITTEE (Article 9(1))**

(a) **Signature of the Executive Director of EDEX - Educational Excellence  
Corporation Ltd.,**

**Founder of the University**

.....

**Andreas Polemitis**

Nicosia, August 24, 2007

**(b) Signatures of the Members of the Proposed Temporary Administrative Committee**

	<b>Name</b>	<b>Signature</b>
1.	Michalis Attalides	.....
2.	Nicos Peristianis	.....
3.	Antonis Papadopoulos	.....
4.	Andreas Charalambous	.....
5.	Catherine Demoliou	.....
6.	George Mavroidis	.....
7.	Andreas Sophocleous	.....
8.	Demetris Vrontis	.....
9.	Emilios Solomou	.....
10.	Efstathios Mavros	.....
11.	Nicos Nicolaou	.....
12.	Philippos Pouyioutas	.....
13.	George Soleas	.....

Nicosia, August 24, 2007