UNIVERSITY OF LIMASSOL (UoL)

CHARTER

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1. GLOSSARY AND DEFINITIONS

a. «***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.

b. «***Academic Staff***» mean the Faculty Members of the University.

c. «***Accredited Program of Study***» means a study program that is offered by the University and it has been accredited by "The Cyprus Agency of Quality Assurance and Accreditation in Higher Education".

d. «***Administrative Staff***» (AS) means all the members of the non-academic staff that are employed by the University.

e. «***Applicant and/or Founder***» means the legal entity submitting an application for the incorporation and functioning of a private university.

f. «***Board of Directors***» means the Board of Directors of the Founder.

g. «***Campus***» means the premises in which the University houses its academic and other operations.

h. «***Campus Director***» means the officer who is the most senior member of the administrative staff in the Campus.

i. «***Charter***» means the present Charter of the University that is referred to in Article 9 of the Law.

j. «***Faculty or Faculty Members***» means all the members of the TRF and STF, as defined below.

k. «***Internal Regulations***» means the regulations issued by the University from time to time pursuant to Article 45 of the Law.

l. «***Law***» means the applicable law on Private Universities (Establishment, Operation and Control) of 2005 and any relevant amendments thereof.

m. «***Minister***» means the Minister of Education, Culture, Sport and Youth.

n. «***Program of Study***» means a set of courses which, when successfully completed with a minimum specified grade, qualify the student towards attaining a University qualification.

o. «**Quality Assurance and Internal Assessment Committee**» means the committee established under the provisions of Article 36 of the Law.

p. «***Special Teaching Faculty*** or ***STF***» means the Special Teaching Faculty (Ειδικό Διδακτικό Προσωπικό) as referred to in Article 34 of the Law.

q. «***Teaching Research Faculty*** or ***TRF***» means the Teaching and Research Faculty (Διδακτικό Ερευνητικό Προσωπικό) as referred to in Article 32 of the Law.

r. «***University***» means the university that is established pursuant to the provisions of the applicable Law.

2. UNIVERSITY' S AIMS AND LEGAL STATUS

2.1 NAME (Article 9.1a)

The University' s name is 'University of Limassol' (hereinafter referred to as the "University" or the "UoL").

2.2 FOUNDER (Article 7)

The founder of the University is CIIM INNOVATIONS LTD, a limited liability Company incorporated in the Republic of Cyprus on 26/10/2020 with Reg. No. HE414490, having its registered office address at Akademias 21 Aglandjia, 2151 Nicosia, Cyprus.

2.3 HEADQUARTERS (Article 9.1a)

The registered office of the University will be initially situated in Nicosia, Cyprus, until the completion of the construction and development of its permanent headquarters and main Campus in Limassol, anticipated by mid-2026 or mid-2027.

2.4 LEGAL STATUS (Article 6)

As of the date of its registration in the Registry of Universities, the University is a separate legal personality with its own name and common seal and shall be considered to be a private law corporation established for profit, pursuant to the provisions of section 6(1) of the Law.

2.5 OBJECTIVES

2.5.1 The objectives of the University are as follows:

a. The development of sciences via enhancement of knowledge and education through the conduct of teaching and research for public interest.
b. The refinement, application and sharing knowledge via a cross-curricular approach
c. The provision of internationally recognized high-quality undergraduate and postgraduate academic programs and professional programs.
d. The promotion of corporate social responsibility, community outreach, and service to the society; and
e. The provision of those study programs of an international standard and/or reputation and/or recognition.

2.5.2 The above University's objectives are achieved through:

a. The operation of academic processes in a free-democratic context through the formation of an appropriate academic structure
b. The submission to the governmental and other competent authorities related to the academic education of responsible reporting regarding its operations, functioning and contribution.
c. The granting of undergraduate, postgraduate and doctoral degrees in a wide spectrum of studies, and the granting of other degrees and other academic awards.
d. The provision of the requisite means, access, and resources for university level education to individuals who meet the University's entry criteria.
e. The promotion of practical and theoretical knowledge, via the research and teaching, as well as all other available means of high standards and quality.
f. The promotion of study and research and the provision of such facilities, resources, and support to this end.
g. The provision of continuous development, earning and education, training and auxiliary study programs.
h. The transference of education to the public and economy.

i. The contribution for the satisfaction and addressing society's needs as well as active participation.
j. The international presence and promotion of the University's culture and its development as an attractive educational center for students and scholars from all over the world.
k. The collaboration with educational and research centers at local, European and international levels.
l. The provision of training, consultation, advisory, research and such services as they become needed to different social groups and organizations other than the University.
m. The defense and promotion of academic independence and boundary-free pursuit of academic education.

2.5.3 Moreover, the University aims to:

a. Enroll students from all over the world, applying high entry standards and work for its students' education, development of skills and personal development.
b. Attract and maintain appropriately qualified faculty and promote their personal development.
c. Commit itself and make available all the necessary resources, and for this purpose to engage its faculty, administrative staff, students and researchers in order to promote and/or contribute to the promotion of the development of the Republic of Cyprus economically, socially, educationally, scientifically, and culturally.
d. Develop an internationally diversified environment, where local and international students, faculty, and staff are valued for their cultural diversity and respected for their cultural, ethnic, religious, and political believes.
e. Encourage research, publications, sports, extracurricular and creative activity.
f. Provide all necessary means, inter alia, equipment, services and building spaces to accommodate such conditions suitable for the development of learning, innovations and personal development.
g. Continually keep up to date with the developments and standards in international higher education and for this purpose to introduce new programs and update existing programs offered by it.
h. Support student relations, free elections and constructive skepticism.
i. Cultivate appropriate grounds for the expansion of opportunities and social communication
j. Adhere to the University's motto "ever evolving" by mentoring staff, faculty and students to excel at their activities.

2.6 POWERS (Article 3)

Moreover, the University shall have such powers to procure the accomplishment of its objectives, including but not limited to the following:

a. Develop, obtain accreditation, and make available such academic programs, award diplomas and/or degrees, certificates or other academic awards to persons succeeding at various locations, in the completion of an accredited program of study or research. Also, to grant distinctions, honorary degrees, honors, prizes and other recognitions.

b. Recall diplomas and/or degrees, certificates or other academic awards, distinctions honorary degrees, honors, prizes, or other recognitions awarded to a person that utilized unlawful means and representations in obtaining those awards.

c. Develop the necessary infrastructure (campuses, centers, institutes and units) for the delivering of programs of foundation, professional/vocational and of academic nature including services, workshops, seminars of whatever duration, lifelong learning programs, distance learning, business and academic oriented research and civic participation activities.

d. Provide stewardship for properties of any kind, contributions, gifts and donations promoting the advancement of University's goals and well-being.

e. Enter into agreements and/or contracts for the provision/receipt of services, equipment, and facilities by/to the University with other institutions, legal or individual persons

f. Enter into credit transfer arrangements and agreements for jointly or in collaboration with other academic institutions for the purpose of providing other programs including the grant of diplomas, degrees, certificates and all other relevant academic awards.

g. Enter into arrangements of whatever legally permitted purpose exchanging rights and obligations with any entities or academic institutions.

h. To acquire, own, maintain, manage, and dispose of land and other property.

i. Invest any monies in the hands of the University and available for investment.

j. Do anything else necessary or convenient, whether identical to these powers or not, to further the objects of the University as a place of teaching and research.

3. UNIVERSITY PHYSICAL INFRASTRUCTURE

3.1 UNIVERSITY FACILITIES AND BUILDINGS (Article 9.1γ)

(a) The University will operate its infrastructure Facilities and Buildings in the most efficient manner to provide adequate operation in support of the programs of the University. Such facilities shall include:

1. Atrium, classrooms, amphitheaters, and other customized space as deemed necessary for the delivering of teaching.
2. Libraries that can engage students with learning in many ways, traditional, electronic, virtual, and other.
3. Laboratories and multi-purpose rooms furnished with equipment for the delivery of courses as well as the conduct of research.
4. Photocopy centers for printing and report preparation purposes.
5. Foodservice areas, cafeterias, and canteens.
6. Technology services including computer and internet access services.
7. A collection of audio-visual, databases, internet, and other means.
8. Bookstore or other facilities for the acquisition of required and recommended books and other course material for all classes.
9. Student welfare and accommodation facilities.
10. Gym centers and sports facilities.
11. Other university, student and staff designated areas.

(b) Access to the University's establishments will be made available to persons with disabilities and will meet all adequate provisions for safety.

(c) Further information regarding University's establishments and infrastructure are provided in the Development Plan.

4. THE UNIVERSITY' S STRUCTURE AND GOVERNANCE

The organizational and administrative structure of the University shall be consisting of the Council, the Senate, the Rectorate, the Schools, the Departments, the Centers, the Units and the Offices. Moreover, the Council, the Senate, the School Councils, the Department Councils and most committees are participatory bodies of the University with both faculty and student participation.

4.1 THE COUNCIL (Article 25)

There shall be a Council of the University (hereinafter called "the Council") which, subject to the provisions of this Charter, shall be the supreme governing body of the University, as well as the administrative authority of the University. The Council shall have general control and all such powers, duties and functions including being responsible for managing all matters relating to the University, including financial matters, matters relating to the logistics, infrastructure of the University, the overseeing and controlling of the staff - administrative and other, the specification of student admissions as a number, the individual student administrative matters and the confirmation that the promotion of the academic staff is done through a fit and proper assessment process according to the relevant rules.

4.1.1. FUNCTIONS OF THE COUNCIL

Subject to the provisions of this Charter and the applicable Law, the functions of the Council shall include:

- The approval of the University's strategy and its administrative policies.
- The supervision of the implementation of the Private Universities (Establishment, Operation and Control) Law 2005.
- The promotion in the best possible way of the interests of the University.
- The approval of the number of new students to be admitted to the University.
- Development of appropriate financial framework for the achievement of the objectives of the University and the preparation and approval of the annual budget of the University, while taking into consideration the constraints and/or parameters suggested by the Founder.
- Securing financial support of the University.
- The confirmation of the procedures for the selection and promotion of faculties and academic officers shall comply with the due process and applicable.
- The appointment and promotion of the University's administrative staff.
- Taking care of staff welfare.

- Approval of regulations governing personnel and student conduct.
- The establishment of scholarships and other awards.
- The establishment of departments, faculties, schools, and institutes.
- The development of regulations that govern the operations of the University and the approval of the By-Laws of other collective bodies.

4.1.2. SIZE AND COMPOSITION OF THE COUNCIL

There shall be a determination from time to time as to the size and composition of the Council that has to meet the University' s requirements. The Council's composition must abide by the relevant provisions of the legislation in reference to the faculty, personnel and student contribution in terms of participation.

4.1.3. MEMBERSHIP OF THE COUNCIL

The membership of the University Council consists of the President and sixteen (16) other members, from which half eight (8) shall be appointed by the Founder and the other members shall be elected. The Founder and the Council shall jointly appoint the President of the Council.

The sixteen (16) other members of the University's Council are the following:

(1) Ex Officio Members:

- The Rector
- Two (2) Vice-Rectors, one for Academic Affairs & Quality Assurance and one for Research & International Affairs

(2) Elected and Appointed Members:

- Three (3) members from the non-academic University community (normally including the Vice-President) appointed by the Founder.
- Five (5) members from within or from outside the University, also appointed by the Founder.
- Three (3) elected permanent academic staff members, i.e. from the Teaching & Research Faculty (hereinafter referred to as "TRF")
- One (1) member, elected from the Student Union, representing the students.

- One (1) member of the Council will be elected by the administrative staff to represent them in the Council

Noted that Council's appointed members, whereas the President is not included, shall not exceed the total number of fifty per cent (50%) of the members of the Council.

The Council may form committees consisted solely by its members who will be delegated appropriate authority on the terms it considers necessary.

It is at the discretion of the Council to enrich with additional members its meetings as it considers appropriate. These additional members shall be not entitled to vote at the Council's meetings.

It is understood that there shall be no person serving on the Council or as part of any other of the University's collective bodies that has no good standing or immoral or dishonest.

4.1.4 CHAIRMAN AND VICE CHAIRMAN

The Chairman of the Council will be the President of the Council and the Vice Chairman of the Council will be the Vice President.

4.1.5 GOVERNANCE

(A) The Council may resolve with a simple majority. In the event of a tie vote, the Chairman of the Council shall serve as a tiebreaker.

(B) The elected or appointed members of the Council may hold their leadership position and continue to serve in their capacity for the following terms:

- Four (4) years for the Chair of the Council.
- Two (2) years for three (3) of the members appointed by the Founder.
- Three (3) years for five (5) of the members appointed by the Founder.
- Two (2) years for the elected TRF members, and administrative staff member.
- Two (2) years for the student appointed by the Student Union.

It is understood that an elected or appointed member may not continue to serve in this capacity if they cease to be eligible within the category in which they were elected or appointed.

(C) The administrative staff representatives to the Council, the TRF and STF and shall be elected in the following way:

- Before each term in accordance with term 4.1.5(B) above expires, the representatives' election takes place during meetings specially convened.
- The Rector shall receive all nominations for TRF and STF as well as for the Administrative Staff and submit those to the Vice-President of the Council at least one week before the meeting.
- Each voter has the right to vote for up to the number of available positions. The person with the highest number of votes will be the elected person.
- In the event of vacancy, elections are to be held at no more than three (3) weeks from the vacancy date.

4.2 THE SENATE (Article 26)

4.2.1 EASTABLISHMENT OF THE SENATE

There shall be a Senate of the University (hereinafter called "the Senate"), which subject to the provisions of this Charter shall be the highest academic body of the University as it is responsible for all academic work of the University, including teaching, research, other academic activities, as well as for the regulation and superintendence of the education and discipline of the students of the University.

4.2.2 POWERS OF THE SENATE

Subject to the provisions of this Charter the Senate's powers may be described as follows:

1. Determination of University's research and general educational policy.
2. The method of admission of students to the University, the development, evaluation and determination of the academic programs and levels.
3. The recommendation to the Council for the creation of new School and Departments.
4. The recommendation to the Council for the University's physical infrastructure development.
5. The decision on the criteria for entry to university programs, the grading system, the requirements for student promotion and the conditions for awarding Degrees and Diplomas.

6. To define and supervise the process of selection and promotion of the academic staff and members of the University's faculty. It is understood that the Council approves the proposed by the Senate academic appointments and promotions.
7. To promote the University's relations with other local and International educational institutions and organizations.
8. To amend, repeal or issue internal regulations of the University, in co-operation with the Council.
9. To amend, repeal or issue academic policies pertaining to University's Library and Information Services.
10. To recommend to the Council the award of academic distinctions including that of honorary degrees.
11. The exercise of disciplinary control over members of the academic research and other teaching staff and students in accordance with the Charter.

4.2.3 MEMBERS OF THE SENATE

(A) The Senate consists of the following persons:

1. The Rector and the Vice Rectors
2. The Deans of all Schools of the University
3. The Vice-President
4. Two (2) elected representatives from each School who are elected among the TRF of the University
5. One (1) elected representative from each School who is elected among the STF of the University
6. One (1) representative of the students from each School of the University, who is elected by the students of the School.

(B) The details regarding the term of office of the Senate, the election and re-election of the members of the Senate are subject to the provisions of this Charter.

(C) The representatives of the students who are members of the Senate may be excluded from the meetings during the discussion of certain issues specified in this Charter.

(D) The terms of office of the members of the Senate who are elected or appointed shall be the following:

1. For the members of the TRF and STF shall be two (2) years.
2. For the student representative shall be one (1) year.

(E) The Senate shall develop its own regulations that are subject to approval by the Council.

(F) The Senate has the power to form committees consisted solely by its members who will be delegated appropriate authority on the terms it considers necessary.

(G) School TRF, STF and student representatives to the Senate elections shall be held in the same manner as the representatives to the Council election during extraordinary meetings chaired by the School Dean.

(H) The Senate has authority over students and Schools to exercise disciplinary control. The Senate may issue procedures policies and regulations, and appoint, following the Council's consent, the members of the: (a) Student Appeals Committee (SAC), (b) Student Disciplinary Committee(SDC), (c) Faculty Appeals Committee that may be the Senate itself, (d) Faculty Disciplinary Committee, (e) Selection and Promotion, and (f) Quality Assurance Committee.

(I) SDC shall handle major offences and the Department Council shall examine minor offences. Offences may include any infringements of the Internal Regulations, other university directives and code of conduct of the University, such as cheating academic plagiarism, collusion, copying work, counterfeiting of academic awards, manipulation of records, abuse or destruction of property, theft, acts of crime, as well as security breaches effecting malfunction to electronic equipment, provocative, offending or disorderly behavior and sexual harassment, when connected with the University and its faculty, students and staff shall constitute major offences.

(J) Following the assessment of the academic and other offences, penalties may be imposed on the offenders. The penalties vary and this depends if the offender committed minor or major offence. For academic misconduct related the written work or examinations there will be grade penalties, imposition of free labor work within the University, the revoke of privileges unrelated to the education, levying financial sanctions for the full or part compensation of the damages incurred to the University, suspension or expulsion for a period not exceeding the duration of two semesters, discharge from the University and any combination of the above. Penalties for minor offences will be a written or oral disapproval.

(K) Disciplinary offence of Faculty may be defined as any violation of the Internal Regulations, expressed the terms of employment or implied (collective agreement) rules of the University, poor or unfit performance and maltreatment of the stated mission, objectives or

philosophy, or University' s code of conduct. The following academic misconduct will be considered as major offences when connected with the University and its faculty, students and staff: academic plagiarism, manipulation of records, counterfeiting of academic awards, abuse or destruction of property, theft, acts of crime, security infringements malfunction to electronic equipment, provocative, offending or disorderly behavior and sexual harassment. Penalties for such major offences may include: written disapproval, freezing or repudiate of salary increase, financial penalties up to the equivalent of three months' salary, demotion, uncompensated suspension of duties for a period not exceeding one (1) academic year, discharge and forced retirement.

(L) University' s Internal Regulations include detailed disciplinary regulations and procedures. Students or faculty subject to disciplinary procedures must be informed in writing with the relevant accusations and have the right to defend their selves. The offender is denied any participation in disciplinary committees and either party maintains the right of appeal. Regardless of the disciplinary procedures all rights for legal action against the offender are reserved.

5. SCHOOLS

There shall be schools (hereinafter called the "Schools") in the University, such as the CIIM Business School, the Technology and Innovation School and the Social Sciences and Humanities School, subject to this Charter, and their structure, organization, functions, and procedures are defined in the School's Bylaws

6. RECTOR AND VICE-RECTOR(S) (Articles 27, 28)

6.1. THE RECTOR

1. The Chair of the Senate shall be the Rector or, in case of absence, the Vice-Rector for Academic Affairs.

2. The details regarding the term of office of the Rector, as well as the duties and powers of the office of the Rector are subject to the provisions of this Charter.

3. The Rector and the Vice Rectors of the University are elected from among the faculty with the rank of professor, in a meeting convened especially for this purpose and in which the members of the Councils of all Departments participate.

4. The Rector as the highest academic authority of the University, takes care of the execution of the decisions of the Senate and is levied with the task of implementing the educational policy of the University.

6.1.1 FUNCTIONS OF THE OFFICE OF THE RECTOR

Subject to the provisions of this Charter, the functions, and powers of the Rector are described below:

As the head of the University, the Rector will:

1. Oversee University's agenda, as well as the strategic academic growth and the implementation of academic policies of the University.
2. Recommend the creation or abolition of schools or departments to the Senate.
3. Decide and take appropriate measures in the event of incompetency of the University's collective bodies to operate and resolve urgent matters
4. Establish and promote ties with other educational institutions and universities.
5. Promote the cooperation between the various bodies of the University, the faculty, students, and staff.
6. Supervise the operation of the Schools and the Departments of the Schools and the compliance to the Legislation, the Internal Regulations and the Charter.
7. Oversee the efficacy of the performance of the academic quality assurance policy and procedures of the University.
8. Convene the Senate, draw up its agenda, chair its meetings and in general, be responsible for the implementation of the Senate's decisions.
9. Convenes electoral bodies for the election of the Deans.
10. Participates in the meetings of the University's collective bodies, either in-person or through the Vice Rector of Academic Affairs.

6.2 VICE RECTORS

1. Two (2) Vice Rectors will be elected from among the university professors. The election is held by the members of the Councils of the Departments during the meeting in which the Rector is also elected. The Vice Rectors may substitute the Rector and assume relevant

powers and duties, partially or in full on a rotational basis, in the event of absence or inability of the Rector to function.

2. The term of office of the Rector and Vice Rectors shall be four (4) years and for a maximum of two (2) terms.
3. The Rector and the Vice Rectors election process shall be as follows:
   i. The Vice President shall call a special meeting before the expiry of the term of the office of the Rector and the Vice-Rectors.
   ii. Submissions of the nominations for the office to the Vice President shall be made four (4) weeks prior to the election date.
   iii. The person receiving the majority of the valid votes, i.e. 50% + 1 votes, will be the new Rector and Vice Rectors, as the case may be. In the scenario of a tie vote, the process shall be repeated for the two (2) majority nominees.
   iv. In the case, where the office of the Rector/ Vice-Rector(s) becomes vacant due to illness, resignation, inefficiency, incapacity, or disciplinary offence, as determined by the Council in co-operation with the Senate, the office of the Rector/Vice Rector(s) becomes vacant, elections shall take place no later than six (6) weeks from the date of vacancy.

7. THE DEANS (Article 29)

In each School of the University, there shall be a Dean and a Vice Dean who shall be elected from among the professors and associate professors of the School for a three (3) year term with a maximum of two (2) consecutive terms.

7.1 THE DEAN

1. The Dean of every school of the University will perform such functions as may be described by or under this Charter and shall be the academic and administrative head of such school.

2. The Dean shall report to the Rector (through the Vice Rectors).

7.1.1 RESPONSIBILITIES OF DEANS

Dean's responsibilities, as chief academic and administrative head of the School, shall include but not limited to:

1. The coordination of implementing of the Charter as it pertains to the School.

2. The preparation of the academic strategy for the School.
3. The coordination of implementing academic regulations and the Council's and the Senate's decisions.

4. The supervision, evaluation and in general support of the School in a manner that promotes excellence.
5. To lead the School towards achieving its goals.
6. To draw up and propose the budget of the School in consultation with the Head of each Department, contribute towards developing the University's budget.
7. To contribute to the appraisal of University's administrators and staff in consultation with the School's faculty and staff.
8. To oversee the recruitment, appraisal, and development of School faculty.
9. To provide the orientation for the development and launch of new programs and research projects.
10. To appoint committees for research and the furthering of certain issues.
11. To encourage ties with community/industry, academic institutions, and professional bodies that will enhance the student learning experience at the School, and the faculty's ongoing growth.
12. To build relations and synergies with other academic institutions, community and industry, and professional bodies to facilitate the continuous growth of the School's faculty and student learning experience.
13. To ensure that proper and acceptable standards of research and teaching are maintained.
14. To convene the School Council, draw up its agenda, and chair its meetings.
15. To represent the School at University's Committees and other bodies as required.
16. The Vice Dean assists the Dean in carrying out the aforementioned duties and exercises all the powers and duties of the Dean, in case the Dean is absent.

8. SCHOOL COUNCILS (Article 30)

1. In each School there is a School Council that consists of the following persons:
   i. The School's Dean and Vice Dean;
   ii. The School's Heads of Departments;
   iii. Two TRF members from each of the School's Departments that are elected by the Department Council;
   iv. One (1) STF member from each School's Department that is elected by the Special Teaching Faculty of the Department; and
   v. One (1) student representative from each of the School's Departments.

3. The Dean of the School chairs the School's Council.

1. The representatives of the students who participate in the School Council, participate in the discussion of all the issues that the Council examines, except for certain issues which may be specified in this Charter.

2. The School Council's duties pertaining to academic subjects, equivalent to the subjects that are within the Senate's control, and its resolutions require the Senate's approval.

3. The election of the TRF, STF and student representatives to the School Council shall take place in the same way as the election of representatives to the Senate during extraordinary meetings that are chaired by the Head of Department.

4. The School Council, elected or appointed officers are to remain in office:
   i. For the Dean and Vice Dean three (3) years
   ii. For faculty members two (2) years; and
   iii. For the elected students one (1) year.

It is understood that student representatives' access to papers or participation to meetings with regards to disciplinary or financial matters, or matters relating to staff/ faculty appointments, resignations or promotions, as well as matters for the admission of students to University is limited.

8.1 RESPONSIBILITIES OF THE SCHOOL COUNCIL

The responsibilities of the School Council shall include:

1. The implementation of the decisions of the Senate, the implementation of the relevant provisions of the Law, this Charter and the Internal Regulations of the University, as they pertain to the School.
2. The contribution to the development of the University's policies, as they pertain to the School.
3. To coordinate the implantation of the vision, goals and objectives of the University, as they pertain to the School.
4. To oversee the implementation of academic policies.

5. To evaluate and implement or reject the academic, research and social issues proposals with regards to the fields of the School.
6. To lead the processes for establishing the standards of quality in reference to academic staff, students and programs.
7.
8. The planning, implantation, modification of the following which are proposed by the School Council to the Senate:
   a) The establishment and operation of new programs of study, new laboratories, as well as the creation of new research centers.
   b) The hiring, evaluation, recommendation, or dismissal of staff, as necessary.
   c) The modification or alteration to the study programs or the specialization of the programs that are offered by the School.

9. DEPARTMENT COUNCILS (Article 31)

1. In each School Department, a Department Council is formed in which the following individuals shall participate:
   i. The TRF members of the Department;
   ii. An elected STF member of the Department, if any; and
   iii. Representatives of the students of the Department who are numerically equivalent to 20% of the other members of the Department Council.

2. The election of the STF and student representatives to the Department Council shall take place in the same manner as the election of representatives to the Senate at an extraordinary meeting that is chaired by the Head of Department.

3. The term of office of the Department Council members is:
   i. For the Head and Associate Head of the Department two (2) years;
   ii. For the STF faculty member, two (2) years; and
   iii. For the student representative(s), one (1) year.

9.1 DUTIES OF THE DEPARTMENT COUNCIL

The responsibilities of the Department Council include but are not limited to academic issues similar to the issues under the Senate's domain, and are subject to the School's and University's approval, including the following:

1. Educational and research policy of the Department and the decision of the Department's strategies for development.

2. The implementation of Internal Regulations with regards to the Department.
3. Providing recommendations to the School Dean that relate to the establishment of new programs, the alteration or improvement or specialization of the degrees offered by the

4. University, the supporting of the infrastructure of the University, the appointment of new staff, the allocation of approved funds to cover.
5. The activities of the Department not limited to research or education per se.

It is noted that the decisions of the Department Council that will have an impact on other Departments of the School require the Dean's approval and where necessary the Senate's approval.

9.1.1. THE HEAD AND ASSOCIATE HEAD OF THE DEPARTMENT COUNCIL

1. The Head and Associate Head of the Department shall hold the rank of Professor or Associate Professor.

2. If the position in a Department is vacant, then the position can be held by an Assistant Professor that can be the Acting Head and Acting Associate Head of Department.

3. The election of the Department's Head and Associate Head will take place in the same way as the election of the Rector and Vice Rector(s) at an extraordinary meeting chaired by the Dean. The term of the Head and Associate Head of the Department is two years with a maximum of three terms.

In general, the Head of the Department main duties are to:

i. Develop new programs and new research initiatives;
ii. Improve the Department's student learning experience, and to continuously grow the Department's faculty;
iii. Implement the decisions of the Department Council, the School, the University and the Senate as they pertain to the Department;
iv. Deal with students' problems, of an academic nature, and conduct research to provide solutions, resolve problems in a satisfactory manner or provide information;
v. Utilize computer technology for communication, data gathering and reporting activities thereby ensuring that proper and acceptable standards of research, teaching and extension are maintained;

vi. Develop and administer budgets in assigned areas of responsibility that will propose to the Department budget in consultation with the Program Coordinators;
vii. Coordinate the development of the academic strategy of the Department;
viii. Supervise and provide leadership to the Department;

ix. Establish committees for the analysis and processing of certain matters;
x. Plan and assign teaching among the Faculty; and
xi. Submit to the School's Dean an Annual Report with reference to activities, along with a Planning Report for the Department
xii. Monitor the ties with the various academic institutions, community and industry, as well as with other professional bodies

10. TEACHING RESEARCH FACULTY (Article 32)

1. The ranks of TRF under employment by the University are: Lecturers, Assistant Professors, Associate Professors, and Professors. They hold doctoral degrees in a subject area relevant to their teaching subjects and can demonstrate verifiable sufficient research and teaching experience.

It is understood that holding a doctoral degree for the purpose of holding a position of TRF does not apply in the case of subjects of exceptional and unquestionable cognitive subjects for which it is not possible or not usual to prepare a doctoral dissertation.

It is also understood that the qualifications of the members of the TRF, their selection procedure and the conditions of their service and promotion are defined in this Charter of the University and are in accordance with the international standards and the ones applicable under the provisions of the Law.

2. Hierarchically the University's TRF are ranked as follows:
   - Professors
   - Associate Professors
   - Assistant Professors
   - Lecturers

As faculty members, they disseminate and impart basic or applied knowledge to students and assist students with the learning process and applying the acquired knowledge. Also, TRF involve students in research, teaching and other appropriate activities within the University. Apart from

other duties, TRF coordinate the development, leadership and management of programs of study, mentoring and advising students and carrying out research.

10.1. SELECTION OF TRF MEMBERS

1. The selection of the members of the TRF involves the assessment of their qualifications and the the responsibility for their selection rests on the Dean of School and the Head of Department. The appointment of TRF shall then be approved by the Senate and the Council.

2. The selection process of a TRF member shall include the below steps:

- There shall be a School Faculty Selection Committee (SFSC), as defined by the University in accordance to the provisions of Internal Regulations.
- Job vacancies shall be advertised.
- The applications received are scrutinized and narrowed down all remaining candidates who applied for the job vacancy are invited for a preliminary interview. In case the candidate is abroad, then a videoconference shall be conducted with the members of the SFSC.
- Shortlisted candidates will be then invited to give a presentation before a panel.

3. The Committee designated for this purpose will accordingly select the best candidates in order of preference. The faculty remuneration is negotiated within faculty salary scales in effect. If the two sides reach an agreement, the selected candidate will accordingly sign the Employment Contract. If no agreement is reached, then the next candidate is invited. If the special Committee for the selection of the TRF member is not satisfied by any of the candidate, then the position shall remain vacant or the job vacancy shall be re-advertised.

4. The successful applicant will have a provisional rank to be retained before the final decision is made by the Selection and Promotion Committee (SPC). The same Committee that is chaired by the Vice Rector for Academic Affairs is responsible for the promotions of the Faculty members. The members of the SPC shall be of a rank not lower than the highest one the candidates have applied for.

5. The elements that the SPC shall take under consideration for each candidate's application will be two (2) and relate to whether the candidate meets the requirements for the position and

whether the surrounding circumstances endorse the applicant's promotion. The Committee has also the right to request further references, or to call the applicant for an interview.
It is understood that the decisions of the SPC are subject to approval of the Senate, who retains the right to send back to the SPC a case for reexamination purposes.

6. The Senate and the Council shall approve all initial rankings or promotions.

7. The applicants may appeal to the Council's decision within fifteen (15) days from the announcement of the decision. The appeal shall be received by the Rector of the University.

8. Hierarchically listed, the titles that may be used for appointees to faculty status are the following:

Professor

In addition to having the qualifications for the Assistant Professor rank, the appointee shall have established a national and, where appropriate, international reputation for outstanding research, scholarship and a distinguished record of teaching. There must also be a record of continuing relevant and effective professional service.

Associate Professor

In addition to having the qualifications of an Assistant Professor, the appointee shall have a high level of competence in teaching and advisement in the relevant academic field, shall have demonstrated significant research and scholarship and shall have shown promise of continued productivity, shall be competent to direct work of major subdivisions of the primary academic unit and to offer instruction and direct graduate research.

Assistant Professor

The appointee shall have qualities suggesting a high level of teaching ability in the relevant academic field, and shall provide evidence of potential for superior research, scholarship, or professional creativity in the field. In most fields a doctorate shall be a requirement for appointment to an assistant professorship. Appointments as Assistant Professor may be for an initial period of 3 years. There will be a review for promotion to the next rank of Associate Professor in 3 years; if promotion is not attained, the employment may be terminated or extension

may be granted up to a maximum of another 3 years if the committee foresees that the individual has the potential to move to the next rank within the next interval.

Lecturer

The appointee shall have qualities suggesting a high level of teaching ability in the relevant academic field, and shall provide evidence of potential for superior research. The normal requirement is a doctorate (or a Master's degree in exceptional circumstances) in the field of instruction or a related field, or equivalent professional experience in the field of instruction. Appointments to this rank are typically for a period of up to three (3) years. There will be a review for promotion to the next rank of Assistant Professor in 3 years; if promotion is not attained, the employment may be terminated or extension may be granted up to a maximum of another 3 years if the committee foresees that the individual has the potential to move to the next rank within the next interval.

"Terms of employment" mean the remuneration scales and teaching hours, which are directly related to one's rank, holiday and research time release, leave, tuition waiver, sabbatical, conference allowance, etc. The management and faculty will review, negotiate and agree the terms of employment from time to time.

10.2 PROFESSORS EMERITUS, VISITING PROFESSORS AND POSTGRADUATE ASSOCIATES (Article 32)

1. Professors Emeritus, Visiting Professors and Postgraduate Associates may also serve the University, subject to the provisions of this Charter under which their qualifications, the way of selection and the terms of service are defined.

2. Subject to the above provision, the qualifications of the Professors Emeritus, Visiting Professors and Postgraduate Associates, the terms of their service and the way of their selection are similar to those offered to the Teaching and Research Faculty (TRF).

3. Professors Emeritus, Postdoctoral Associates and Visiting Professors are members of the University's TRF.

4. The Emeritus title listed shall designate a faculty member who has retired from full-time employment in the University after meritorious service to the University in the areas of teaching, research, or service. Professors Emeritus may participate in research and teaching activities similar to those of the University's high-ranking academics.

Visiting Professors can be on a short-term or part-rime engagement or be on a full-time appointment. Their qualifications are equivalent to those of the University's permanent Teaching and Research Faculty. Visiting Professors shall demonstrate a sustained record of proficiency and international recognition for their research and teaching in their field of study. They are integral part of their Department's academic faculty (TRF).

Postdoctoral Associates are graduates of doctoral programs offered an appointment to work with the University giving them the opportunity to pursue their research while they become more involved with teaching.

The appointees in the positions of fellows and associates should relate to individuals that had distinguished themselves in certain areas of practice fields. These academic appointments are designated as short-term appointments and their compensation is based on case-to-case basis. Fellows and Associates shall include individuals that are politicians, distinguished ministers, researchers, CEOs, artists, executives, practitioners, and others.

10.3 SPECIAL TEACHING FACULTY (STF) (Article 34)

1. STF are commonly involved with teaching, rather than research. In their qualifications, a doctorate degree is not always a requirement. University's STF shall not exceed 30% of the number of the TRF members of the University (in terms of ECTS of courses taught). The terms of their employment and the procedure of their selection are similar to those of the TRF. Their appointments are under fixed employment agreements.

2. The ranks of STF are as follows:

Associate Lecturer

The title of Associate Lecturer requires at least a Master's degree, preferably a Doctorate, and must have a record of professional experience of seven (7) years in the field of instruction or related full-time teaching in accredited institutions of tertiary education or related industry experience.

Assistant Lecturer
The title of Assistant Lecturer will ordinarily be used to designate appointment of persons who hold a Bachelor Degree (preferably a Master) or a relevant professional qualification and have a record of professional in-the-field experience of instruction of at least 3-5 years).

11. ADMINISTRATIVE STAFF (Article 35)

1. The University Council shall appoint a sufficient number of administrative staff and an appropriate administrative structure to ensure the smooth operation of the University. The Council approves all administrative processes and implements them unanimously in a non-discriminatory way.

2.There shall be appointed an **Executive Director/Chief Operations Officer** who will oversee and supervise all administrative matters of the University, shall execute Council decisions and shall supervise the different administrative departments for the efficient operation of the University.

3. The administrative structure of the University has centers, units and offices responsible for catering for the following main areas:

Research Center
The Research Center mobilizes research resources as well as develops and coordinates research projects by both individual faculty members and research teams. Research officers help determine the goals of research projects, research methods use and other test parameters. They supervise research projects and work with the faculty to ensure that projects stay on schedule.

Academic Affairs /Registrar Unit
The Academic Affairs /Registrar Unit, manages Course Administration & Scheduling Office, maintains the students' files and grade records, prepares transcripts, degrees, process student requests, enforces academic protocols and regulations, and maintain and update student records, syllabi, course outlines, portfolios of courses and educational paths.

Course Administration & Scheduling Office
Course Administration & Scheduling Office, operating under the Academic Affairs /Registrar Unit, administers the scheduling of courses and classes, the assessments of all courses for all academic

programs in consultation with program directors and department heads, and administers and oversees their delivery and assessment.

Finance Unit

The Unit directs and manages finances and related operations such as financial reporting, budget preparation, internal audit recording of transactions, processing of payroll and provide support to University's short- and long-term strategic goals.

Human Resources, Plant and Facilities, Environment, Health & Safety Office

The Office of Human Resources, Plant and Facilities, Environment, Health & Safety Office implements policies and protocols for human resources, oversees the University's physical plant and equipment, and ensures, safety, protection, and cleanliness. It is also responsible for the environment, health and safety within the University premises and campus.

Library and Information Office

The Library and Information Office shall ensure that materials serve the needs of research, teaching, study, and academic programs, offer on-line catalogues and other electronic services, establish resource sharing agreements.

Information Technologies and Computer Centre

This office formulates and implements IT mission, strategy, objectives and infrastructure, issues guidance in the form of policies and regulations, ensures all equipment, tangible and intangible, operates in an efficient manner, notifies about the need of new equipment, software or relevant services and installs/operates/monitors such equipment/software/services. Develops and implements information systems as required and provides necessary training to the intended users.

Distance Learning Unit

The Distance Learning Unit operates in close association with the Information Technologies and Computer Centre. It manages the distance learning platform of the university and coordinates day-to-day operations of distance learning programs and schedule courses and provides online learning support to distance learning programs, courses and students. Communicates to faculty, students, or other users the availability of, or changes to, distance learning courses or materials, programs, services, or applications.

Student Welfare Office (includes student affairs, counselling, mobility, internships and careers)

The Student Welfare Office promotes student welfare and growth, provides assistance with founding housing, organizes various social activities, raises awareness through various means of

communication, raises awareness of careers, maintains good relations with alumni and encourages participation in sports activities. It also provides a wide variety of counselling and support services to students.

Marketing, Recruitment and Admissions Unit (inclusive of communication, public relations and events)

Promotes the University and its programs, serves as a point of first contact with prospects and students and provides required information, reviews applications, manages admissions, maintains of applications & admissions, liaises with Migration Offices, arranges for student entry visas, coordinates agreements with other institutions and organizes school visits and open days. Communications officers write and distribute content to promote the University. Acts as a liaison between the University, the public, and the media to ensure that it remains top of mind. Apart from maintaining a positive public image for the University, the marketing officers are also overseeing events.

Specialized centers

- **The Executive Education Centre (EEC)** provides transformational learning through short, non-degree open-enrolment and custom-designed programmes led by UoL faculty, other experts and practitioners to help executives and other professionals advance their career and development goals.
- **The Centre for Diversity, Equity, and Inclusion (DEI)** promotes equality, diversity and inclusion in working and social environments through programs and pioneering actions in cultural intelligence, social marketing, social entrepreneurship and mental & social health.
- **The Centre for ESG** promotes awareness around Environmental, Social, and Governance (ESG) issues and their integration in strategy & decision making by engaging with private and public agents enabling them to lead where ESG issues dominate business resilience and value creation.
- **The Bioeconomia Centre** offers enterprises and organizations integrated economic and technical assistance and consultancy in the context of sustainable development in collaboration with academic institutions, businesses, citizen groups and professionals.

- **The ENTICE** is UoL's Entrepreneurship and Innovation Centre contributes, through the provision of specialized consulting services, education and mentoring, in the creation of innovative new ventures (start-ups).

Secretariat

There shall be Secretariats to the Council, the Senate, the Rectory, the School Deans, the Department Heads, and the Executive Director.

1. Job Descriptions indicate the responsibilities and obligations of administrative staff. Depending on the job description and qualifications, all employees are allocated to ranks and salary scales.

2.. Further to the duties and obligations, all staff must:

i. refrain from inappropriate behaviour towards other staff, students and faculty;
ii. comply with the University's Code of Conduct;
iii. avoid unjustified delays and absences; and
iv. demonstrate professionalism, honesty and excellence. The administrative personnel shall be in compliance with and demonstrate interest in continuous self-development in compliance with the Staff Manual and Internal Regulations.

3. Staff Compensation – salary and annual increments depend on the rank. Benefits include 13th salary, annual holiday leave, maternity leave, sick leave, other leaves and tuition waiver (if applicable), pursuant to the Employment Agreement to be entered into with each member of staff and in accordance with the applicable legislation.

Sports and Cafeterias

At the University there are, in addition, the following facilities:

- Sport facilities
- Cafeteria & restaurant

12. QUALITY ASSURANCE AND INTERNAL ASSESSMENT COMMITTEE (Article 36)

1. The Council shall ensure that the Quality Assurance and Internal Assessment Committees operates operate at all levels within the University.

2. The Quality Assurance Committee, at the University level, ensures that the University's quality standards are met and is, in general, responsible for the development and implementation of inspection activities, the detection and resolution of problems, and the delivery of high quality educational and research outcomes. The Committee shall track compliance with the requirements for quality educational services by the Schools and submit recommendations for improvements.

3. Internal Quality Committees also operate at the School and Department levels being responsible for monitoring, evaluation, and compliance with the School's and Department's quality standards respectively in line with the University quality standards.

4.The Committee members' composition, method of selection and terms of their office are set out in the Internal Regulations.

13. STUDENTS

13.1 STUDENTS' ADMISSION TO THE UNIVERSITY (Article 37)

1. The students' admission to the University shall be effected by the inclusion of the name of the student in the register of students, as provided for in Article 42 of the Law.

2. Admission of students is based on the requirements listed below and defined in depth in the Internal Regulations and the University Prospectus. In the admission of students, the University pursues a policy of non-discrimination regardless to race, national origin, gender, color, religion, or disability.

3. The inclusion of the name of a student in the register of students shall be carried out according to a number of requirements outlined in detail in the University Prospectus, which shall be provided to all students free of charge.

4. The minimum prerequisite for a student's admission into an undergraduate degree program shall be:

- A School Leaving Certificate with a period of at least six (6) years of study from a recognized secondary education academic institution, or
- Equivalent qualification obtained in Cyprus or abroad; and
- Language proficiency for the program of study

5. Depending on the students' qualifications and educational objectives, admission is granted in various categories. The policy for University admissions depends on the past record of the student including high-school grades, English proficiency or even Greek, in some cases. There are specific conditions for such programs.

6. Student enrollment in the Student Registry to pursue a graduate program is prohibited, unless the student holds a university degree or other recognized equivalent qualification.

7. The University must take the appropriate measures to ensure that when enrolling a student in the Student Registry the conditions for admission set above are met, as the case may be, and that the qualifications of the student are not false or misleading.

8. The students of the University shall take all appropriate actions for the formation of a collective body with the name "Student Union" to represent their interests.

13.1.1 UNDERGRADUATE ADMISSION

The below are the main categories for admission of undergraduates:

- Regular Academic Admission

Students who possess a recognized Secondary School Leaving Certificate with a grade of at least 7.0 out of 10 or 14 out of 20 or in the top fifty percent (50%) or equivalent qualifications may be offered this category of Regular Academic Admission to academic programs. Transfer students from other accredited educational institutions fall into this category ("Regular Academic Admission – Transfer").

- Special Academic Admission

A Secondary School Leaving Certificate but not the stipulated grades or other criteria for Regular Admission is required for this category of enrollment. Such students may be eligible for special admission if they have sufficient practical experience or other records of accomplishment, or if they demonstrate evidence of their potential to benefit from university education. Regular credits can be taken by special admission students, but limitations apply until establishing their eligibility for regular admission.

- University Preparatory Program Admission

Under this status, students are admitted when English language or other non-credit instruction is necessary to comply with the established requirements of admission. EU students under this category are eligible to take courses that are an integral part of a registered program. Third country

students must meet the English language requirement before they take courses that are an integral part of a registered program.

- Transient / Exchange Student Admission

Under this admission status, students pursuing a degree program at another accredited institution may enroll at the University. A letter or transcript indicating that the student at his or her institution is in good academic standing is needed. The application form must be completed, but regular admission requirements for transient / exchange students are waived.

- Non-Degree Admission

Non-traditional students may be allowed on a non-degree basis to enroll in selected courses. For non-degree students, regular admission requirements can be waived, but regular class attendance is required and the prerequisites for the course must be met.

13.1.2 POST-GRADUATE ADMISSION

A minimum prerequisite for admission to a post-graduate program is a Bachelor's degree from a recognized university (i.e. European American or another recognized equivalent qualification). Additional criteria can apply to various departments and programs.

14. EVALUATION OF STUDENT PERFORMANCE AND GRADUATION (Article 38)

The process of student performance assessment and promotion, as well as the graduation and award procedure, shall be based on the credit system that represents of the completed academic work. The university's grading system is as follows:

14.1 GRADES

1. The passing grades for individual courses are: "A+", "A", "A-", "B+", "B", "B", "C+", "C" and "C-". The failing grade is "F". The letter grade "I" stands for incomplete, "P" for Pass, “Au” for Audit and “W” for Withdrawal.

University Grading Scale Grade Distribution

Letter Grade		Numerical Equivalent from	mid-point	to
A+	Excellent	95	97	100
A	Excellent	90	92	94
A-	Good	85	87	89
B+	Good	80	82	84
B	Good	75	77	79
B-	Fair	70	72	74
C+	Fair	65	67	69
C	Fair	60	62	64
C-	Fair	55	57	59
F	Fail		< 55	
I	Incomplete			
P	Pass			
Au	Audit			
DE	Deferred			
W	Withdrawal			

2. In order to pass a course, a student must receive a passing mark on his/her individual final assessment. The degree of class participation or other evaluation activities can not compensate for the failure of the mark in the individual final assessment. If a student fails the individual final evaluation of a course but completes the course by other means, he/she will be given an Incomplete (I) grade for the course and will be able to take a make-up final examination or assignment. Subsequently, the instructor will combine the marks from the first and second individual final examination and allocate a grade to the student for the course. If the average of the two final assessments falls below 60%, the student will be awarded Grade F and will need to resume the course when it is next offered.

3. The "P" (Pass) grade (awarded for practice work and/or for practical courses that courses that are not examined with a written final examination and) is not included in computing the grade point average (GPA or CPA) of a student. The credits received are still included in the hours received.

4. The "I" (Incomplete) grade must be done within one (1) month following the end of the semester or zero marks will be reported by the Faculty member in that particular examination or field of work.

5. The "DE" (Deferred) grade is awarded if the faculty member concerned has some concerns about the work of the student or if, the work to be done will be submitted after one (1) month.

6. The "Au" grade is awarded to a student wishing to attend a class on a regular basis but does not wish to be receiving a grade or credit; the student can choose to audit a course.

7. The Grade Point Average (GPA) of a student reflects the average performance for the program. It is determined by multiplying the number of credits by the marks received for each course, adding all of them and dividing the sum by the total number of credits for the semester/year/ program.

8. The duration and minimum number of ECTS credits for an Academic Award are as follows:
   - Bachelor Degrees, 4 years, 240 ECTS
   - MBA Degree 18-24 months, 90-120 ECTS
   - MSc and other Master Degrees, 14-18 months, 90 ECTS
   - Doctoral Degrees, 3-5 years, 180 ECTS

An Academic Award is awarded when the student:

- Completes the requisite total number of credits; and
- Completes the specific course requirements in the Program; and
- Attains the minimum required Cumulative Point Average

Departments and schools in some undergraduate and graduate programs can specify additional or adjusted passing and graduation requirements.

14.2 METHOD OF EVALUATION

The method students are assessed is diverse and depends on the level of studies undertaken by the student:

- The University conducts its own tests for undergraduate studies. A review and assessment of the Thesis or Dissertation and of the overall performance of the students is carried out

for graduate studies by a Committee in which a faculty member from another recognized higher education institution participates.

14.3 OTHER PROVISIONS

The University shall ensure that the academic progress of each student is included in the Student Registry, including the grades, awards, scholarships or other assistance awarded as well as degrees awarded. The Registry of Students shall be held in print form in restricted access areas, and in electronic form with appropriate backups.

The qualifications for scholarships grants, awards aid, and student loans given to students and specifics of part-time jobs at the University that shall form merit scholarships, need-based support, athletics scholarships, and on-campus work-study programs.

- 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 Programs

15. BODIES OVERSEEING STUDENT PERFORMANCE (Article 39)

1. With the aim of monitoring the development and assessment of students, the Senate assisted by the School Councils, shall ensure that suitable bodies or individuals shall be set up to control student success and progress at the level of the course and program. Thus, the performance of students shall be tracked by:

- Faculty Members who shall monitor the performance of students at course level with continuous evaluation (homework, assessments, quizzes, mid-term examination, etc.) and final examination. The faculty retains office hours where students can see them.
- School Academic Advisor who shall monitor the performance of students at program level by directing the students through their chosen academic program. The School Academic Advisor shall also monitor weak students who may be on probation. Students with special needs are referred to the Counselling Center for assistance.

- Heads of Departments / Deans of Schools – authorize and monitor final grades via different statistics and charts. They can also provide academic advice beyond that offered by the School Advisor.
- University Registrar / Director of Academic Affairs – prepares probation lists for the School Deans and informs students to discuss their condition with their counselor or Department Head or School Dean.

Additional quality protocols and processes may be developed and enforced.

16. STUDENTS' RIGHTS, OBLIGATIONS AND REPRESENTATION (Article 9.1ζ)

The rights, obligations and the different methods of students' representation in various bodies of the University are listed below:

16.1 STUDENTS' RIGHTS:

The rights of the students are listed below:

- Students shall be represented on relevant bodies of the University. Their representation shall include the Council, the Senate, School Councils, Department Councils, and the Student Disciplinary Committee.
- Students shall have the right of freedom of expression and assembly within the scope of the University regulations.
- Students as members of the community of the University share common rights and values.
- Students shall establish a union called the 'Student Union' to represent their interests.
- Students shall expect commitment from University's faculty, Student Union officers and administrative staff.
- Students shall have access to all teaching and learning related information, student related provisions and regulations and student life. A Student handbook that includes student regulations and related materials is supplied to each student. Policies and regulations can also be obtained on the University Intranet through electronic means.
- Students can submit petitions seeking review of grades, academic regulatory exemptions and review of disciplinary decision making.
- Students are able to share their views and assess faculty, administrative staff, as well as academic programs.
- Students' fundamental rights are the right to learn and the right to freely express ideas.

- Students shall have the right to vote in all University bodies on all matters involved, with the exception of financial matters, administrative matters relating to faculty and personnel, appointments, promotions and issues concerning the personal status of University staff, or the academic admission as well as academic appraisal of individual students and the awarding of academic awards.

16.2 OBLIGATIONS OF STUDENTS:

Students shall:

- Act in compliance with all their University obligations in a timely way. University grades, transcripts or other documents from the university are not available for students with unpaid obligations. Be familiar with provisions governing disciplinary, academic and immigration related issues.
- Pay their tuition fees and other fees for the services provided to them by the University. Tuition fees, fees and other charges are published and made available to all students.
- Be familiar with and follow the University calendar.
- Be familiar with the protocols and regulations of the University and comply with the relevant University's obligations.
- Fully understand their academic paths and meet with their academic counselors on a regular basis.

The various methods of representation of students in different bodies and committees of the University are described below:

- A Student Union of the University shall be formed. In order to conform with the laws of the University, the Senate and the Council shall review the Constitution of the Student Union.
- The Council, Senate, School Councils, Department Councils and the Student Disciplinary Committee shall include student representatives. Student representatives shall be elected with exception in case of the Council where the Student Union appoints its representative.
- The expression of student views and interests within the University is a core feature of the Student Union. The Student Union shall ensure that the views of the students are considered in University decisions.

17. STUDENT CARE (Article 9.1η)

1.The University shall offer care services to its students that include discounts and scholarships, food and lodging facilities and other forms of student support as presented below. The University's student support services are also listed on the Intranet and the Student Handbook:

- Lodging and Food - supports students in seeking appropriate accommodation at hostels or apartments. In university restaurants and cafes, good quality food is also open at fair prices.
- Internet and Intranet Access – Students can access a variety of reference materials as well as course materials and study guides posted on the Intranet via student account numbers. On the intranet, grades and financial information are also posted.
- New Student Orientation – one-day introduction to programs, faculty, student events and students' regulations.
- Student Union - elects its own officials, promotes students' welfare, cultural and other interests.
- Career Opportunities and Job Placement – by conferences, workshops, work fairs and job vacancies.
- University Bookshop - provides new and used textbooks and specialized materials.
- Athletic events – engaging in the Sports Federation of the University.
- Alumni Association - maintains contact with alumni, organizes various activities and acts as a platform for debate.
- Student Publications - published by students and by the Office of Student Affairs.
- University Skills Orientation Program.
- Student Clubs and Societies – such as international, business, computer, music and dance: provide opportunities for students to participate.
- Student Counselling – by qualified counsellors.

18. GENERAL REGULATIONS

18.1 STUDENT REGISTER (Article 42)

1. The University maintains a Student Registry which contains the names of all students. The essence of the Student Registry and the data contained for each student is listed below:

- General data: ID and contact information.
- Financial Information: tuition and fees, payments, financial aid etc.
- Performance information: semester-by-semester data on courses taken, grades, GPA, credit transfers, academic status and academic awards.
- Data related to Academic Affairs – Correspondence on matters of probation and disciplinary.

2. All information on the students is deemed confidential and subject to the Data Protection Act; hence, access is restricted to University's approved officials. No student information shall be made accessible to non-university staff with the exception of some information on non-EU students needed by the Ministry of Education, Culture, Sport and Youth and the Immigration Office for complying with student capacity regulations and student visa Regulations.

18.2 AMENDMENTS TO THE CHARTER (Article 43)

Amendments to this University's Charter shall be prohibited unless submitted by the Council and approved by the Minister of Education, Culture, Sport and Youth, on an acceptable basis by justifying the reasons for it.

Any provision that is not provided or foreseen by the University in this Charter will be decided by the Council.

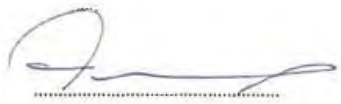
18.3 INTERNAL REGULATIONS (Article 45)

The Council, in consultation with the Senate on matters within its competence, issues Internal Regulations to deal with all matters related to the functioning of the University, given that are not governed by the applicable Law or by this Charter.

The Internal Regulations shall be transmitted to the Minister of Education, Culture, Sport and Youth who maintains control over legality of the content of those Regulations.

Any internal legislation which the Minister considers to be contrary to the provisions of the Law or of this Charter shall be treated by the University as an infringement of the Law.

University Council



Socrates Ellinas
President, University Council