



UNIVERSITY STUDENT HANDBOOK FOR UNDERGRADUATE DISTANCE LEARNING PROGRAMMES

Academic Year 2023 – 2024

It is noted that the Study Guide uses the masculine gender as an "inclusive" or "general" type and refers to groups consisting of all genders.

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MESSAGE FROM THE RECTOR

Dear Students,

It is a great pleasure to welcome you to Neapolis University Pafos, in this new endeavour that can bring only positive and fruitful results and for the successful outcome which we are all working together for.

Choosing an Undergraduate Study Programme is a choice of life and responsibility. It is inextricably linked to professional and personal ambitions, dreams and aspirations. Furthermore, the choice of a Study Programme with the distance learning methodology is even more of a challenge with multiple aspects and parameters.

The non-physical presence on learning process does not require less effort. Rather, it means constant communication and interaction with the tutor and the teaching material, respect for the timetables, fulfillment of the obligations arising from participation in the programme, continuous study and writing of quality and academically sound works. It is, therefore, a decision that on the one hand multiplies and expands the range of opportunities and, at the same time, requires a high degree of maturity and conscientiousness.

Our University's Distance Learning Unit is equipped with state-of-the-art equipment as well as high quality academic staff and relevant experience. We aim to provide such excellent educational services that will enable you to obtain all the academic qualifications required to fulfill your goals. Our vision is to develop a human network of professionals and scientists, who will be sharing common ideals and perceive our University as their “academic home”.

Sincerely,

Professor Panteleimon Sklias

Rector of Neapolis University Pafos

1. THE UNIVERSITY

1.1. General Information

Neapolis University Pafos was founded in 2007 and welcomed its first students in 2010. In 2015 it accepted its first students into Programmes that are offered via Distance Learning methodology. Since its inception it continues to invest in new technologies and learning methods and contributes in a productive and dynamic way to the successful career and fulfilment of its students' dreams.

Within the framework of its developmental policy, Lifelong Learning, and its continuous contribution to society, it provides Study Programmes where the Conventional and Distance Learning methodology is applied.

The University is separated into five(5) Schools and nine(9) Departments.

SCHOOLS AND DEPARTMENTS OF NEAPOLIS UNIVERSITY	
School of Architecture, Engineering, Land and Environmental Sciences	
Department of Architecture, Land and Environmental Sciences	
Department of Civil Engineering	
Department of Real Estate	
School of Economics, Administration and Computer Science	
Department of Economics and Business	
Department of Accounting and Finance	
Department of Computer Science	
School of Law	
Department of Law	
School of Social Sciences, Arts and Humanities	
Department of History, Politics and International Studies	
School of Health Sciences	
Department of Psychology	

The University's Goals

The promotion of science, knowledge, learning and education, and the interdisciplinary exchange of knowledge and information, are the main objectives of Neapolis University. At the same time, an important goal is social development through teaching, research and social action that will help students in the later course of their lives. Through the provision of high-quality education, the students' intellectual and cultural level is upgraded and by extension, society itself, which is an important goal for an educational institution.

1.2 The University's Values

Neapolis University pays attention to important values such as equality, acceptance, inclusion, confidentiality and promotes them within the University environment in a variety of ways. The University area is a welcoming place where everyone feels that they belong. At the same time, it takes care through the code of ethics to define rules and regulations that help maintain a high level of behaviour

University Policy about Equality, Diversity and Inclusion

At Neapolis University two Equality, Diversity and Inclusion (EDI) policies apply. The first is the (umbrella) University Equality, Diversity and Inclusion policy and the second is the Gender Equality Policy. With these two policies – which are the first in a series of EDI policies that it plans to adopt - the University wishes to demonstrate its commitment to equality, diversity and inclusion and to creating an inclusive environment where the rights and dignity of all its staff and students are upheld and where every individual is valued and able to reach their full potential. Neapolis University is committed to promoting equal opportunities and non-discriminatory treatment for all members of its community regardless of age, disability, gender identity, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex and sexual orientation. The University recognises the importance of making meaningful and sustainable change and dismantling systemic barriers so that everyone can thrive during their time at Neapolis.

The University is, also, a signatory to Diversity Charter Cyprus, with which it is demonstrating its commitment to the principles and values of respect for diversity and for their inclusion in its workplace, and it has signed a Memorandum of Understanding with the Center for Social Innovation (CSI) which is the official representative of the European Platform of Diversity Charters of the European Commission in Cyprus and manages Diversity Charter Cyprus.

University Policy against Harassment and Bullying

Neapolis University Pafos is committed to maintaining a working, learning, living and social environment free from any form of harassment and bullying and to ensure that all staff and students are treated and treat others with dignity and respect. Any form of harassment and bullying negatively affects the environment of Neapolis Paphos University and is therefore unacceptable.

The purpose of this policy is to state the University's position on harassment and bullying, to raise awareness among the University community about such behaviors, and to provide support and guidance in dealing with harassment and bullying when it occurs.

Student Code of Ethics

The "Student Code of Ethics" lists the University's regulations, what is defined as a disciplinary misconduct, indicative penalties that may be imposed on a student who commits a disciplinary misconduct.

Office for the Protection of Personal Data

The Data Protection Officer independently ensures that an organisation applies the laws that protect individuals' personal data. The definition, position and duties of a DPO within an organisation are described in articles 37, 38 and 39 of the GDPR.

The Office of Personal Data Protection must implement the requirements of data protection legislation across the University, inform and advise staff processing personal data about data protection. At the same time, it must monitor and ensure compliance with the relevant legislation.

The DPO acts as a point of contact for the Personal Data Protection Commissioner, and the EUPD, for issues related to personal data. The DPO is the connecting link between the organization, the Commissioner and the data subject.

More information about the Data Protection Office and related procedures can be found at:
<https://www.nup.ac.cy/the-university/data-protection-office/>

Internal Quality Assurance Unit

The role of the Quality Assurance Unit of Neapolis University is to develop and support a specific policy and strategy of quality as well as to implement the necessary procedures, in accordance with the Quality Manual, for

the continuous improvement of the quality of work and services of the Institution, that constitute the Institution's Internal Quality Assurance System.

The University's Quality Assurance Unit is based on the core values supported by Neapolis University: integrity and respect, excellence and innovation, collaboration and solidarity. Neapolis University is a human-centred educational organisation, whose members collaborate for social development through teaching, research and social action

The University's Quality Assurance system follows a comprehensive qualitative approach based on the PROSE model and methodology for holistic quality management and the EFQM Excellence® (European Framework of Quality Management) model.

1.3 University Leadership

The University Council

The University Council is the highest administrative and executive body of the University. It is responsible for the management of all matters concerning the University, including all financial matters, matters relating to the material and technical infrastructure of the University, the supervision and control of the administrative and other staff, decides and approves the recruitment and advancement of the academic staff who recommended by the Senate. In essence, the Council is the organizational and administrative responsible head and the financial manager of the Foundation. The powers and responsibilities of the Council are imposed by the Law and the Regulations set out in the University Charter.

Πανεπιστημίου.

The President of the Council is the highest administrative and executive officer of the University.

Senate

The Senate is the highest academic body of the University and is responsible for the academic work in the fields of teaching, scientific research and any other academic activity. The responsibilities of the Senate are defined in detail in the University Charter.

The President of the Senate is the Rector of the University.

1.4 Administrative Staff

Neapolis University is a private Organisation whose Supreme Governing Body is the University's Council. The Council has the responsibility and control of managing all matters concerning the University. It also has the responsibility of appointing the Administrative Staff headed by the Director of Administrative and Financial Services.

The Administrative Services of the University consist of highly qualified and trained staff. The main role of the Administrative Staff is to ensure the proper and organised provision of services, the proper and efficient operation of the University and the creation of a friendly and supportive environment for both internal and external entities that come into contact with the University.

1.5 Academic Staff

The Academic staff consists of teachers of various ranks, who have worked and become distinguished in Cyprus and abroad. The quality of the Teaching and Research Staff of the University is very high. Their presence in promoting primary research, promoting and enhancing scientific dialogue and in the process of producing new knowledge, is strong and dynamic. Furthermore, the Faculty members of the University are distinguished for their continuous communication with the students and the support they provide.

In particular, in the programmes provided via the Distance Learning methodology, the Academic staff is comprised of both permanent University Teaching Staff (Faculty) and Associate Teaching Staff (ATS), who have a PhD with research and teaching experience with immediate relevance to the subject, and experience in distance learning methods.

1.6 Disclaimer

Please note that although the University has taken care to ensure that this information is up to date and correct, any change in data from the date of publication may result in a change in the information contained in this Handbook.

Any data change due to events beyond the control of the University or change in program structure because of its quality assurance and/or reaccreditation processes may be made without prior notice.

The University, however, informs students as soon as possible and suggests alternatives in the event of a compromise.

At the same time, it is noted that this handbook is the guiding handbook regarding the rules of study and examination and the main source of information for students.

2. DEVELOPMENT AND INTERNATIONALISATION OF THE UNIVERSITY

Neapolis University Pafos is on a continuous development trajectory aspiring to become a center of academic and research excellence in Cyprus, Europe, and the Middle East. The University is home to a wide range of priority research fields in which faculties and researchers work on projects to address pressing scientific, economic, and social issues.

Neapolis University Pafos is a full member of the eMERGE (European Margins Engaging for Regional and Global Empowerment) European Universities Initiative, together with Limerick University (UL), Ireland, as Coordinator, Université Rennes 2 (UR2), Brittany, France, Université Bretagne Sud (UBS), Brittany, France, Europa-Universität Flensburg (EUF), Germany, Inland Norway University of Applied Sciences / Høgskolen i Innlandet (INN), Norway, Univerzita Mateja Bela v Banskej Bystrici (UMB), Slovakia, Dunărea de Jos University of Galați (UDJG), Romania, and Universidad de Burgos, (UBU), Spain. The consortium's mission is to link regional and national development to global connectivity with the core aim of developing The Higher Education Emerging Design for Generation Europe (THE EDGE).

2.1 Neapolis Research Office (NRO)

The Neapolis Research Office (NRO) was formed in 2010 in order to coordinate Neapolis University's growing international exposure and involvement in various research activities. The office is staffed by a group of researchers, consultants, lawyers, financial managers and scientists that provide support and guidance to the researchers.

The NRO's team is responsible for facilitating the faculty members, researchers and scientists in matters of legal, financial and project implementation management, by coordinating all aspects that are relevant to a project from the day of commencement until the finalization of the project. They provide guidance, support and advice to faculty members, researchers and scientists.

Due to the expansion of the research activities of Neapolis University, the persons managing NRO, work closely with the Research Promotion Foundation, the European Office of Cyprus, Pafos2017, INTERREG, Creative Europe and Med INTERREG.

2.2 Academic Development Unit

The Academic Development Unit is under the supervision of the Rector of Neapolis University Pafos. The main role of the Unit is to develop and support policy and strategy in terms of creating further the conditions for long-term academic development. In this context, it adopts processes of design and implementation of services that satisfy the ultimate organizational goals of the Institution and, at the same time, contributes to the promotion of the University's collaborations internationally, serving the University's strategic goal of internationalization.

The Unit coordinates, supervises procedures for the implementation of Bilateral cooperation agreements and develops partnerships with Universities, Networks, Organizations. It supports the strengthening of synergies with international Universities and Research Institutes, contributes to the establishment and development of educational partnerships and develops activities, conferences, workshops and meetings with the aim of promoting and exalting the University's relations at domestic and international level.

2.3 Erasmus Office

At Neapolis University students have the opportunity to study for a period of time in another European country. This opportunity is offered through the Erasmus programme, which allows student mobility in all Universities of the European Union. Neapolis University is actively involved in the Erasmus programme, maintaining an Erasmus Office which provides support to students, in order to study for a length of time in partner institutions in other countries participating in the Programme. The Office also assists in the implementation of the European Credit Transfer System (ECTS).

Under the auspices of Erasmus, Neapolis University has signed student exchange agreements with various European countries, from which one can choose. The operation of the Programme is facilitated through inter-university cooperation agreements.

More information can be found at: <https://www.nup.ac.cy/gr/study-in-cyprus/erasmus-programme/>

2.4 Industry Liaison Office

The Liaison Office started its operation within the framework of the project "University Liaison Offices with the labour market", for the Programme period 2014-2020 and was funded by the European Union Structural Funds through the European Social Fund Unit in Cyprus and by national resources.

The Liaison Office aims to further enhance the University community's connection to the labour market and its real needs, but also to organise student's placement in host organisations (companies and businesses) operating in the Republic of Cyprus during their study Programmes.

In addition, the Liaison Office organises seminars, workshops and various activities of professional and educational interest in order to enrich students' skills and qualification and provides advice on CV writing, cover letter and interview preparation.

All the services offered by the Liaison Office aim to provide comprehensive support and service to the students of Neapolis University Pafos and are subject to the General Data Protection Regulation.

Internship

Students can participate in the internship programmes of companies and enterprises, based either in the Republic of Cyprus or abroad, following the terms and conditions of each organisation. The student is responsible for the internship process, while the Liaison Office has an advisory role.

Notifications of internship programmes are announced by email from the Liaison Office and by posting on the University's website (Liaison Office section).

Internship programs are open to undergraduate and postgraduate students.

The Policy and Procedure for Establishment of Placement and Internship in Neapolis University's Study Programmes (NUP 03.900) is applicable.

2.5 Career Centre

The main mission of the NUP Career Centre is to coordinate the operations of the Liaison Office and the Alumni Office, with the ultimate goal of a better and more effective connection between the students and graduates of Neapolis University Pafos and the labour market.

Its objective is to assist and support the students and graduates of Neapolis University Pafos to integrate smoothly into the labour market and to inform them about the opportunities they have regarding their future professional career.

The Career Centre enhances the competencies of students and graduates by providing them with the tools to enrich their knowledge and skills for a successful professional career.

In addition, the Career Centre has developed a network of partnerships with businesses, organisations and institutions in the private, public and semi-public sectors in Cyprus and abroad in order to interact with the business world and strengthen the labour market.

3. THE DISTANCE LEARNING UNIT

The Distance Learning Unit of Neapolis University uses the most up-to-date e-learning platform technology.

The ultimate goal of the Unit is to support the students and academic staff of our University, both in modern and asynchronous Distance Education.

The core philosophy of the Unit is to ensure equality of access to information with respect to the individuality and needs of our University's students.

Students' familiarity with the technological means is achieved through special training seminars prior to the start of the courses, while support is continuously provided throughout the academic year.

The operation of the Distance Learning Unit is the core of the homogeneous implementation of the relevant policy because it:

- manages student affairs exclusively by providing all relevant information to students,
- provides know-how and academic, technical and secretarial support to students and teachers using the Distance Learning methodology,
- coordinates and provides guidelines defining course specifications with the distance learning methodology so as to meet, both the requirements of the Agency for Quality Assurance and Accreditation in Higher Education, and the requirements of relevant adult learning theories,
- designs, plans and implements everything that is required for a creative, productive and effective academic year.

3.1 Roles of Distance Learning Unit Members

Director

The primary mission of the Director is the coordination and optimal operation of the Distance Learning Unit, the assurance of the objective judgment of students' progress and performance, the promotion of the Teachers'-Advisors' scientific research, as well as the development of technology and methodology in the field of Distance Education, under the supervision of the Rector of the University.

Distance Learning Unit Coordinator

The main task of the Distance Learning Unit Coordinator is to support, coordinate and supervise the Administrators of each Distance Learning Programme by providing basic common instructions and relevant guidance.

Educational Designer

The main task of the Educational Designer is the design and support of the distance learning process in the context of the digital classroom and the digital learning environment.

Educational Technologist

The main mission of the Educational Technologist is to implement the elements and procedures of the Educational Designer in order to achieve the best possible learning outcomes with the use of new technologies in teaching and learning (learning platform, digital learning and teaching tools friendly to the student and the instructor).

Academic Curriculum Designer

Its main task is the design and adaptation of the Curriculum of each distance undergraduate and postgraduate programme to the principles of learning theories and the rules of expression and mapping of learning outcomes according to modern findings of pedagogical and didactic research.

Pedagogical Planning Committee

In order to support the Distance Learning Unit in its core areas of operation, such as meeting its study material needs, its interactive activities with students and Teachers Advisors, and in formative assessment in line with international standards and quality indicators of the CYQAA, a Pedagogical Planning Committee for Distance Learning Programmes has been established at Neapolis University Pafos, in which the following are members:

- The Rector of the University
- The Director of Administration and Financial Services
- The Director of the Distance Learning Unit (Coordinates)
- The Programme Coordinators
- Representative of the Distance Learning students, from the Representative Council, with an advisory role
- The Committee is also supported by experts in matters of E-learning, Educational Technology, Academic Curriculum design, Educational Methodology, the Head of Personal Advisors and other contributors, when necessary.

3.2 The Pedagogical Model

The pedagogical model applied by the University in Distance Learning is based on the structured pedagogy of e-learning and this specific model is enriched with the philosophy and ideal of Open and Distance Education.

The curriculum's structure and related productivity tools offer students flexibility in their personalised, self-regulated and heuristic path towards knowledge, throughout their studies at the University.

The central pillars of the pedagogical and methodological approach are:

A. Combining videoconferencing, learning by doing, learning by reflection, case-based learning and learning by exploring.

B. Empirical learning through linking learning objectives with students' real-life experiences.

C. Social constructivism, situated learning and learning communities are utilised.

As part of a socially constructive approach, the aim is to create a collaborative climate of social interaction and to link knowledge to action through engaging students in authentic situations.

D. Creative learning is utilised.

In this context, a number of techniques for enhancing lateral thinking are proposed, which are suitably adapted and applied to online learning and used by teachers on a case-by-case basis in, relation to the subject and the target group.

3.3 Pedagogy and Distance Learning

The pedagogical model used in each Study Programme enables students to access material which has been offered and posted on the online platform and discussed with the Teacher-Advisor in a teleconference in the course. At the same time, apart from the material and teleconferences, students have the opportunity to participate in interactive learning initiatives and to participate as members of the academic community of the University.

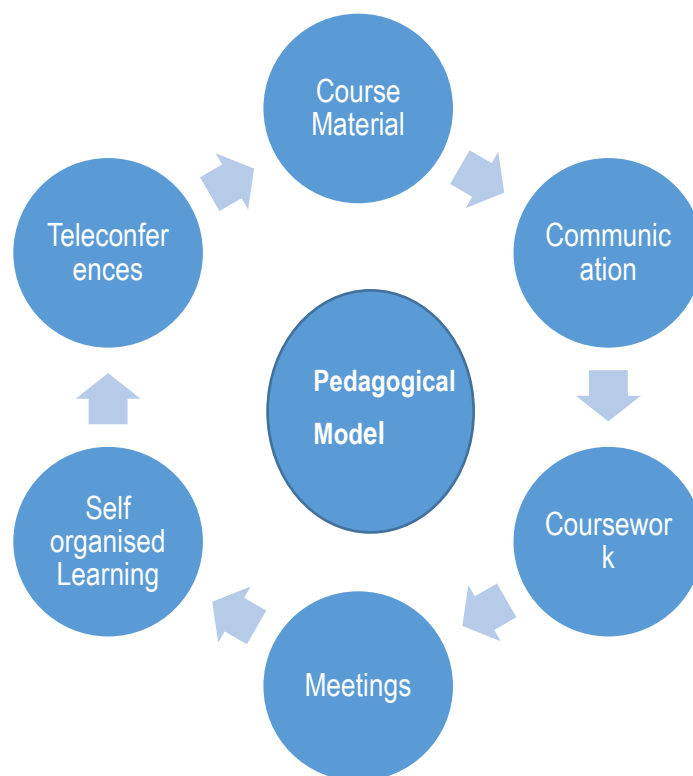
The key component that determines the creation of educational material is the criterion of diversity, according to the following three sets of actions:

The first set contains elements (texts, abstracts, sections, summaries, bibliography) that help to smoothly introduce the student to new knowledge, integrating it with his or her pre-existing knowledge.

The second set incorporates elements (photographs, images, charts, multimedia and hypermedia video material, web sites, etc.) that are scattered throughout the material and help the student discover new knowledge and visualise abstract concepts.

The third set includes all of those guidelines that assist the student in preparing assignments contributing to the further development of communication and the interaction with the educational material, the fellow students and the teachers.

In this context, the final written assignments are also included, which are an integral part of the study material. Students are called through specially designed assignments, to evaluate the material they have studied and based on that, to develop new ideas and suggestions based on their personal judgment and experience.



3.4 Bridging the technological gap

The particular electronic platform used by the University has been designed in a way for students to achieve the best learning outcomes.

The platform's capabilities for modern and asynchronous Distance Education allow students to easily become familiar with its use and choose the way that best suits them in a flexible and personalised learning manner.

3.5 Differentiation from “face to face” education

In addition to the teleconferences that are videotaped and available to students, the University has upgraded the internet connection to such a degree that the programmes offered by Distance Learning are provided seamlessly and effectively.

Consequently, the time and professional constraints and geographical dispersion of the students do not impede communication with the Teacher-Advisor or their peers, thus enjoying the multiplied positive effects of virtual student participation from various regions of Greece, Cyprus and internationally.

3.6 Online resources

Online resources include educational material, links to websites, online communications and multimedia. At the same time, the platform's tools make it easier for students and teachers to interact with different forms of educational material and to participate in learning through the diffusion of knowledge.

Consequently, it is evident that the multi-factor environment provides students with the most favourable conditions for flexible and personalised learning, which combines the benefits of modern and asynchronous e-learning.

It goes without saying that in order to implement the above and achieve the educational goals, the following is necessary:

- the allocation of specific amount of time for study, proper planning in the context of other obligations – family, professional, social, and
- self-discipline, which is customary for every student.

4 STUDENT SUPPORT

4.1 Induction Days

Induction days are organized for the new students of the University. During these days students have the opportunity to:

- Meet the Head and the Teachers of their Department.
- Be informed about the institution of the Academic Personal Advisor.
- Be informed about the assessment process and the importance of formative assessment, interactivity and the students' participation in this process.
- Meet the members of the academic community and the administrative staff.
- Become acquainted with the University's facilities and services.
- Get to know the University's Counselling Centre.
- Be informed about the:
 - Student Handbook
 - Study Procedures
 - University's Students' Association and representation procedures
 - University's Clubs
 - Procedure for appeals and complaints
 - Use of the electronic Pedagogical platform (Moodle)
 - Electronic means provided by the University
 - Capabilities offered by the Library and how they can be exploited
 - Erasmus Programme
 - Capabilities and opportunities they will have during their studies
- Come into contact with other students and socialise.
- Discuss various subjects/queries that concern them.

The Policy and Procedure for incoming students (NUP 07.100) applies.

4.2 [GENERAL.STUDENT] General Information / Γενικές πληροφορίες

On the Moodle page “[GENERAL.STUDENT]” students can refer to find general information about their studies. The page posts the Study Guides and Departments per year, Guides related to technical procedures, University Procedures and Policies, Study Applications, Schedule programs and Examination programs and other forms that help in the correct information of the students.

Announcements of the Department Administrators are also sent through this website.

4.3 Academic Support

Academic Personal Advisor

All first-year students are informed during their enrolment regarding their Academic Personal Advisor, who will guide/advise them throughout their studies. The distribution of students to the Academic Personal Advisors is done alphabetically.

Duties and Role of Academic Personal Advisor: The Academic Personal Advisor is a reference point for the student and the person from whom the student can obtain reliable information and support. The Personal Advisor provides counselling and guidance on any academic matter that may arise during the student's studies. Academic matters can be related to the Programme, courses, the student's progress, study regulations, or personal life (health problems, family, finances, etc.). He acts with complete confidentiality on what is discussed individually with each student. In the event he considers the matter to be of great importance, then he refers this to the Head of the Student Social Support Service who in turn will refer the problem to the appropriate support service of the University.

The Academic Personal Advisor and the student should meet regularly. The first meeting (acquaintance meeting) must be scheduled within the first month of classes. Subsequently, it is recommended that there are at least two (2) appointments.

If the Academic Personal Advisor is absent from the University for an extended period of time either for health reasons, or because of educational leave, the Head of Academic Personal Advisors proposes to the Head of the Pedagogical Design Unit a new Academic Personal Advisor for the student.

If the student wishes to change the predetermined Academic Personal Advisor, he / she submits a justified request to the Head of Personal Advisors supporting his request.

The decision whether to approve his/her request is taken by the Head of the Pedagogical Planning Unit.

The Policy and Procedure for Academic Personal Advisor (NUP 07.300) applies.

4.4 Department Administrators

The main task of the Department Administrators is to support the Educational Process to fulfill the expectations of new and existing students.

They aim to create a relationship of trust between the student and the University and its functions by following the regulations as recorded in the Statutes and Study Guides of the University and the instructions of the BODY to provide quality services to students in academic matters.

Department Administrators serve and help students in matters of study following the institutionalized study procedures.

They are responsible for maintaining the paper and electronic file of active students while they are responsible for receiving applications and processing them.

They also have the responsibility of managing the curriculum they are responsible for.

4.5 Financial Services of the University

Neapolis University Financial Services aims, to provide excellence in all financial related services such as an effective financial planning, efficient and effective management and all requested financial services in order to fulfill the expectations of the University community (academic community, staff and students) and other related stakeholders.

The Financial services of Neapolis University provides support on extensive financial services including:

- All Financial issues related to students
- Managing and executing all requested payments
- Payroll services
- Administration of resources
- Preparation and implementation of annual budget
- Preparation of interim and annual Financial statements
- Collaboration with Income tax, social Insurance and GESY (national health system) services

Our Main objectives of the Financial Services of Neapolis University are summarized as follows:

- Ensure the viability of the University through an effective planning
- Optimal management and control of the available financial resources
- Comply all financial activities with relevant legislation/regulations and Accounting Standards policies
- Automation on a number of Financial operations for the timely and effective management, securing the expectations of the ongoing requirements of the University Community.

4.7.1 Tuition fees

UNDERGRADUATE DISTANCE LEARNING PROGRAMMES TUITION FEES						
School of Social Sciences, Arts and Humanities						
Programme Abbreviation	English Title of the Programme	Tuition Fees - Cyprus	Tuition Fees - Greece	Tuition Fees - international	Duration	ECTS
	Department of History, Politics and International Studies					
D-BScIRS	Bachelor of Science(BSc) in International Relations and Security_Distance Learning	€6,500	€6,500	€10,000	8	240
School of Health Sciences						
Programme Programme Abbreviation	English Title of the Programme	Tuition Fees - Cyprus	Tuition Fees - Greece	Tuition Fees - international	Duration of Programme	ECTS
	Department of Psychology					
D_BScPSYC	Bachelor of Science(BSc) in Psychology_Distance Learning	€6,500	€6,500	€10,000	8	240

4.7.2 Special Discounts

The University from time to time grants special discounts which are made public at the time of their announcement.

In this category of special discounts are:

- Early booking of placement and prepayment of the tuition fees
- A second degree at Neapolis University
- Simultaneous study of members of the same family at the University
- Specific programs offered on professional and government bodies

The Council may grant special discounts to organised groups and/or professional and other bodies thus highlighting its human-social contribution to local society.

4.7.3 Financial Aid

Neapolis University runs a Financial Aid Committee. The committee meets once a month and assesses each individual case and accordingly grants the Financial Aid. Eligible for Financial Aid are native students only upon completion and submission the Application for Financial aid form with all supporting documentation.

The deadline for submitting the application form for fall semester is the 15th of November and 15th of March for spring semester.

4.7.4 State Sponsorship

Each academic year, the Cypriot Government receives applications for providing student welfare to students. All students who are Cypriot citizens or citizens of a European Union member state residing in the Republic of Cyprus are eligible to apply.

The exact amount is determined by the Ministry of Education and Culture.

4.7.5 Tuition Refund Policy

A student may request a refund of tuition fees in the event of his/her withdrawal from the University after sending the Withdrawal Form in consultation with the Secretary of his/her faculty.).

The Refund Policy is as follows:

	Undergraduate & Postgraduate	PhD
Amount not refundable	€500	€1000

Refund is proportionately calculated, based on the offered and agreed tuition fees, in accordance with the academic duration* of the specific program, after the deduction of the non-refundable amount as specified above, according to the program of study. The month of submission the specific form is counted as a completed month.

**The total academic duration of study is calculated for the purpose of Tuition refund Policy for all Undergraduate programs in 8 months and for postgraduate programs in a total of 12 months. The calculation for Tuition refund Policy starts in the month of October and ends in the month of May.*

4.7.6 Students' Financial Obligations

According to the University's regulations, every student that is enrolled in the University should meet all his/her financial obligations according to the payment deadlines.

A student with pending financial issues may not:

- Continue his/her studies into the following academic year or semester
- Register for courses and enroll in the semester
- Receive official documents from the University (e.g. attendance certificates, transcript)
- Receive his Degree
- Participate in course assessments (mid-term and/or final)
- Receive assessment results
- Take part in the Graduation Ceremony
- Use the University's services including the electronic platform

Financial Obligations include University tuition fees, Dormitory costs, retake courses, Graduation fees and any other related costs that may arise.

4.7.6 Students with recognized courses

Upon completion of a student's studies, who has recognised courses, the University's Financial Services Department calculates the amount of Credit Units (ECTS) recognised for the student during his/her studies. This amount is deducted from the student's account statement.

To calculate the amount, all the discounts and/or scholarships awarded during the course of study are taken into account individually for each student.

The final value of the Credit Unit (ECTS) is calculated as follows:

The total discounts and/or scholarships awarded during the course of study are deducted from the total amount of tuition fees.

This net amount is then divided against the total Credit Units (ECTS) of the student's Programme to obtain the net worth per Credit Unit (ECTS).

This value is multiplied by the number of recognised Credit Units (ECTS), which gives the total amount to be deducted from the student's account balance.

Example:

A student has been admitted to the University with tuition fees of € 10,000 and for the first year has a scholarship of €2,000. The total number of credit units in this programme is 240 ECTS (4 years). The total amount of the student's recognitions is 78.

The student for the first year received additionally a discount (5%) €400 for full settlement. The student in the second year received a scholarship of €2,000, while in the third year he received financial aid of €1,000. In the final year, he's awarded of an Excellence Scholarship. His payments to date are amounted up to €20,000.

UPON COMPLETION OF THE PROGRAM (COMPLETION OF REMAINING ECTS) THE STUDENT HAS TO INFORM THE PROGRAMME ADMINISTRATOR THAT WISHES TO MAKE USE THE RECOGNISED COURSES OFFERED BY THE UNIVERSITY.

THE ACCOUNTS DEPARTMENT WILL CALCULATE THE FINAL AMOUNT PER ECTS AND THE FINAL AMOUNT TO BE PAID OR REFUNDED TAKING INTO ACCOUNT THE FOLLOWING:

- A) TOTAL TUITION FEES AS PER OFFER LETTER
- B) THE SCHOLARSHIPS /DISCOUNTS / SCHOLARSHIPS AWARDED TO DATE
- C) PAYMENTS MADE TO DATE

Total Tuition Fees (10.000 X 4 YEARS)	40,0000	
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LESS DISCOUNTS & SCHOLARSHIPS *		
(2000 +2000+1000)	5,000	
Final Tuition Fees	35,000	<u>A</u>
ECTS UNIT CALCULATION		
(35,000 /240 TOTAL ECTS OF THE PROGRAM)	145,83	
TOTAL PAYMENTS	20,000	<u>B</u>
RECOGNISED ECTS (78X145,83)	11,375	<u>C</u>
FULL SETTLEMENT DISCOUNT	€400	<u>D</u>
FINAL AMOUNT TO BE PAID **		
(A-B-C-D)	€3.225	

* On the calculation of the final ECTS the last year Excellence scholarship or any other scholarship and/or discounts are not taken into consideration on the above calculation of the final amount since there is no actual study.

** 5% discount may be granted for the full settlement of the amount.

4.7.7 Retake Courses

A student who failed and/or did not show up for an exam in a specific course for 2 consecutive attempts is defined as failure in the entire course (exam and coursework). The retake process is coordinated through the school administrator, the student and the accounts department. The cost of re-examination and attendance amounts to €75.00 per credit unit (ECTS) which will have to be paid for in advance in order for the administrator in turn to register the course and the student to be able to attend it.

4.7.8 Student Suspension

A student can apply for suspension concerning the Fall Semester until 15th November and the Spring Semester until 15th March of each academic year, without any financial obligations.

In case a student proceeds with suspension after the deadlines mentioned above, he/she is obliged to proceed with the payment of the entire current semester for the completion of the suspension of study. No amount is refunded on suspension requests.

4.7.9 Student Withdrawal

A student may submit a request to withdraw his/her studies after sending the corresponding request through the withdrawal form in consultation with the Department Administrator.

On cases where the student is entitled to a partial refund, of the tuition fees paid, then the terms and conditions of paragraph 4.7.5 Tuition Refund Policy applies.

4.7.10 Payment Methods

Specifically, all payments may be processed as below:

1. Through JCCSMART website : www.jccsmart.com
2. Bank transfer and/or bank deposit into the below University's bank Account as below:

Beneficiary Account Name: Neapolis University

Bank Name: Bank of Cyprus

Bank Address: 51 Stassinou Street, Strovolos, P.O. Box 21472, 1599 Nicosia, Cyprus

IBAN Number: CY68 0020 0189 0000 0001 01095800

Account Number: 0189 01 010958

Swift Code (BIC): BCYPCY2N

3. The Department of Financial Services (Offices: 100)

On all payments executed electronically, please fill your student details and/or student id and/or identity card number and/or name & surname.

For any other enquiries, you may request, please contact the Department of Financial Services is accessible by phone:

(+357)-26843334/26843315/26843383/26843395/26843377 or by email: (accounts_receivables@nup.ac.cy).

Please note that any transfer related charges are paid on your end.

4.6 IT Services

Neapolis University's IT Services support the needs of teaching, research, learning and information technologies and the design, provision and maintenance of modern systems that support the University's educational and administrative work.

The IT Services are divided into five (5) departments which are managed by the Chief Information Officer (CIO). The university's IT infrastructure, including both on-premises and cloud-based services, is managed and maintained by the 'Infrastructure & Cloud Services' department. It plays an essential role in ensuring that the university's technological resources are reliable, scalable and secure. The university's 'Network & Cyber-Security' department is responsible for ensuring the security and integrity of its network infrastructure, systems, and data. As the university increasingly relies on digital technologies and data-driven processes, the importance of a robust cybersecurity program becomes paramount. Software DevOps - short for development and operations - is a set of practices that brings together the software development and IT operations teams to streamline the software development lifecycle. DevOps aims to bridge development (creating new software features) and operations (managing production environments). The IT Support / Help Desk, is a specific component of IT Support. It is the first point of contact for users seeking technical assistance. The Help Desk's primary objective is to provide support that is both responsive and efficient for IT-related issues, inquiries, and requests. IT Support's face is the Help Desk, providing a friendly and approachable interface for all users. Web & Multimedia" refers to the combined field that involves the creation, development, and management of content for websites and various multimedia platforms.

Providing Support for IT Services

Providing support for IT services is a critical function within any organization, including our university. It involves assisting users with their technology-related needs, resolving technical issues, and ensuring the smooth operation of IT systems and services. The IT support team plays a vital role in ensuring that faculty, staff, and students can effectively use the university's IT resources.

- Using NUP Helpdesk System to open a ticket, www.helpdesk.nup.ac.cy
- Call 26843344 (only for emergency cases)

IT Manuals for Common Tasks: To ensure you make the most of our IT services, we have developed easy-to-follow IT manuals to guide you through the most common tasks, such as:

- Connecting to Campus Wi-Fi: Step-by-step instructions to connect your devices to the campus Wi-Fi network and troubleshoot common connectivity issues.
- Email Setup and Usage: Detailed guides to set up your university email account on various devices and make the most of its features.
- Navigating Student Portals: User-friendly guides to help you navigate the student portals efficiently for course registration, accessing grades, and more.
- Moodle Platform: Tips and tricks for using our virtual learning platforms effectively to access course materials and engage with online courses.
- Software Tutorials: Tutorials on how to use specific software tools provided by the university for your academic and creative projects.
- IT Support Procedures: Information on how to reach out to IT support for assistance, reporting issues, and getting timely solutions.

Helpdesk Knowledge Base: <https://helpdesk.nup.ac.cy/kb/index.php>

Moodle IT Helpdesk – Student <https://lms.nup.ac.cy/course/view.php?id=7770>

The University's electronic platform (Moodle)

Moodle is an open-source Learning Management System that enables the teacher to create an online learning environment through which the following are implemented:

- Real-time discussions between participants
- Polls that allow the Academic Personal Advisor to evaluate students' views on the lesson
- Post files and share them with other users of the platform
- Posts, reproductions and data collections from audio, video, pdfs
- Connections to other systems such as Open Badges, Activity Directory, Google Drive & YouTube
- Discussion and implementation of research tools, discussion forums, and survey tools
- Evaluation and monitoring of users' progress

Moodle also allows the creation of various types of interactive educational material:

- Assignments (posting files which are examined and graded by the teacher)
- Options (questions)
- Online tests (quiz)

- Research (with findings available to the teacher or other students)
- Websites, graphics, JavaScript programs, presentations, and anything that works in a browser.

More details can be found in the “Moodle User Guide”

Online Electronic Mail

Every student’s private electronic mail at Neapolis University is accessible online at <http://mail.nup.ac.cy>. This application, also known as Outlook Web Access (OWA), is online and offers all the features that Microsoft Outlook (a part of MS Office) offers. OWA provides access to texts stored in Microsoft SharePoint and other online storage sites. It can be used in cafes, public areas and anywhere there is access to the Internet. To enter, use the username and password provided by the University.

Microsoft Office 365

Students can benefit from the range of services and tools in Office 365. These services are designed to improve collaboration, productivity and communication, giving students powerful tools for their academic and personal needs. These services empower students with the tools they need to excel in their academic pursuits, collaborate with peers and faculty, and stay organized throughout their educational journey.

- Microsoft Word: A word processing application for creating and editing documents.
- Microsoft Excel: A spreadsheet application for data analysis, calculations, and charting.
- Microsoft PowerPoint: A presentation application for creating slideshows and presentations.
- Microsoft OneNote: A digital note-taking app for capturing and organizing notes, ideas, and information.
- Microsoft Teams: A collaboration platform that facilitates virtual classrooms, online meetings, file sharing, and instant messaging.
- Microsoft Outlook: An email client for managing emails, calendars, and contacts.
- Microsoft OneDrive: A cloud storage service for storing and sharing files securely.
- Microsoft SharePoint: A web-based platform for creating collaborative websites, intranets, and document repositories.
- Microsoft Forms: A tool for creating surveys, quizzes, and polls for collecting feedback and assessments.
- Microsoft Stream: A video-sharing platform for hosting and sharing educational videos.

- Microsoft Sway: An application for creating interactive and visually engaging presentations, reports, and newsletters.
- Microsoft Power Automate: A tool for automating repetitive tasks and processes across various Microsoft and third-party applications.

4.7 Library

The Library of Neapolis University Pafos provides access to a vast collection of sources, in printed books, electronic databases, and 20 thousand titles of printed materials. It has subscription access to 1.5 million e-books and over 22 million electronic articles that largely cover all the Programmes taught at the University.

The student can search for library material either from the Ebsco Discovery Service, or the search engine.

University identification

The University ID, available to all new students, allows them to borrow books from the Library, access computers, use the sports facilities, etc.

Keeping the card in good condition is the responsibility of the student.

Replacing it will be charged at an additional cost.

Borrowing books

Library users who have acquired membership and who have no outstanding obligations, are entitled to borrow Library material.

Users present their membership card whenever they wish to borrow books or other material.

The Policy and Procedure for the library (NUP 05.210) applies.

Informative Education

The Library's informative education programme consists of the following activities:

Guided Tours

The Library offers schools in Cyprus guided tours of Neapolis University

Introductory seminar

The seminar is aimed at new Library users and provides important information on library material, its main services, rules and effective use.

Information Resource Search Seminars

The seminars are aimed at students of the University (Conventional and Distance) and provide information on how to search for information. These seminars are offered in the classrooms as well as online, which are also stored on Moodle.

The seminars are aimed at new Library users and provide important information on library material, its main services, rules and effective use.

Bibliographic management

The seminar on the use of bibliographical references is aimed at students of both Conventional and Distance Learning courses.

Hephaestus Reposiroty

The Institutional Repository HEPHAESTUS has open access and collects all the digital material of the various activities of the University.

The repository demonstrates the University's intellectual life, research activities and publications. In this way it preserves, recognises and promotes scientific research for the benefit of the local and international community.

Dissertation Writing

The Library provides guidance on the formulation of the University's dissertations through general guides that students can use to assist them in the writing of their dissertations. Special guides are provided by the Department Administrators.

Turnitin plagiarism tool

The Turnitin online application can help prevent plagiarism, as it is an effective text comparison tool for verifying originality.

This tool is used by 10,000 educational institutions in more than 126 countries worldwide. Turnitin is a very useful tool for teachers, undergraduate and postgraduate students, as it enables them to verify the authenticity and originality of their work. Among others, it also supports the Greek language.

The submission of a final rate of uniformity is a prerequisite for the evaluation of any undergraduate, postgraduate assignments and doctoral thesis.

The Policy and Procedure for Ensuring Plagiarism Control (NUP01.310) applies.

4.8 Centre for Special Educational Needs and Disabilities (CE.S.E.N.D.)

Mission

In concert with the university's position on human dignity and diversity, the mission of the CE.S.E.N.D. is to create and foster an accessible Neapolis community where students with disabilities have an equal opportunity to participate fully in all aspects of its educational environment. The CE.S.E.N.D. will:

- Assist students in meeting individual needs and interests on campus, and
- Provide awareness of the needs of students with disabilities to the campus community to foster and promote their inclusion in the diverse campus student population.

Procedures and Guidelines for the Accommodation Process

Students with disabilities may be entitled to accommodation and/or academic adjustments designed to give them equal access to the university's resources. The procedures guiding the accommodation process are detailed in the section below.

Accommodation Process Summary

In order to receive accommodation, students must:

1. Complete the section of the Application Form in reference to any disability
2. Provide appropriate documentation to the CE.S.E.N.D. either in person or via e-mail at keeaa@nup.ac.cy,
3. Meet with the CE.S.E.N.D. each semester, PRIOR to the need for requested accommodations,
4. Identify in the meeting the courses for which accommodation is requested,
5. Deliver the accommodation letter provided by the CE.S.E.N.D. to each teacher and discuss classroom needs with the teacher, and
6. Notify the CE.S.E.N.D. when accommodation is not working, or does not meet students' needs.

The CE.S.E.N.D. of Neapolis University, is the designated office to identify and implement the necessary accommodation for all undergraduate and graduate students with identified and documented disabilities who require them. Determining any accommodation is made on a case-by-case basis.

4.9 Counselling Centre for Research and Psychological Services (SKEPSI)

Aims and Objectives

The Counselling Centre for Research and Psychological Services – SKEPSI – is under the Neapolis University Division of Student Affairs and supervised by the Department of Psychology. The primary purpose of SKEPSI is to provide free, confidential professional counselling services, including individual, group, marriage, child and/or family psychotherapy, to all University students and the wider community of Pafos and Cyprus. It also aims at investigating the needs of the community and assessing its effectiveness in order to improve the quality of its services.

The Counselling Centre

The Counselling Centre offers short-term counselling and other evidence-based mental health support options such as self-help resources and group events. Its team is comprised of experienced licensed psychologists and professionally qualified counsellors in line with the Centre's policy on clinical need and counselling provision.

The Centre follows the Code of Ethics of Psychologists and has its own Code of Practice on Confidentiality and Data Protection detailing the nature and limits of confidentiality. A copy of the Centre's Code of Practice is given to every client prior to initial assessment.

Location and opening hours

The counselling centre operates out of the main campus and is located in the Psychology Department. The centre is open daily Monday to Friday 8am to 8pm and by appointment throughout the year.

Support Services

The secondary objective of the Counselling Centre is to enhance and encourage the emotional well-being and mental health of not only Neapolis University's students and those who support them, but also the wider Pafos community. The Centre seeks to reach this objective by:

- providing professional assessments and counselling for career guidance
- designing and implementing educational programs and prevention programs to be presented in the university and the community
- providing psychological assessments of general personal functions, abilities, emotional disturbances, learning difficulties and professional orientation

- facilitating personal development presentations/workshops for students and the wider community
- offering advice and support to academic staff concerned for the mental and emotional well-being of their students and relatives
- promoting understanding and acceptance of self and others in terms of gender, race, nationality, religion, age, political beliefs, and sexual orientation
- contributing to training and the development of programmes organised for staff and students by other departments of the University
- providing consulting services, by collaborating and liaising with colleagues in other University services
- offering high quality placements to counsellors in training and to maintain levels of education that are consistent with Cypriot and European Union legislation
- monitoring the effectiveness and quality of programme consultancy and to revise them if and when necessary and
- by providing evidence-based self-help.

5 STUDENT LIFE

5.1 Student Affairs and International Students' Support Office

Students' well-being is a primary focus for Neapolis University Pafos.

The Student Affairs and International Student Support Office provides important information and services to students in order for them to feel safe in their academic environment, trying as much as possible to meet their needs, requirements and expectations for personal development.

The office aims to contribute to the academic and personal guidance of the students, their social support, wellbeing, health and safety so they can meet the challenges that may arise during their student experience.

The office coordinates the creation of clubs and is responsible for the smooth conduct of student elections. In collaboration with the Student Association, it organises events for the students.

5.2 Neapolis University's Students' Association

Mission of the Association

The participation of each student in the Students' Association is very important for the cultivation of good relationships among students and the development of friendships.

Each registered student of Neapolis University automatically becomes a member of the Association.

Mission of the Association:

- Submitting proposals to the Academic or other Authorities of the University for the better and smoother operation of the University's Departments.
- Protecting, safeguarding, preserving and promoting the rights of the University's students.
- Collaboration with other student associations and unions with common aspirations and interests, in Cyprus and abroad.
- The students' wellbeing.
- Raising the cultural level and social interest of students, participating in the exchange and promotion of scientific information and disseminating the achievements of the Sciences.
- Providing help and support to students.

5.3 Representation of Neapolis University's Students' Association

Students elect their representatives annually, in electoral procedures that take place until the 15/11 of each year, electing a five-member Council of Representatives. The five-member Council of Representatives convenes and elects a President, Vice-President and members.

Then, the members of the Students' Association elect, by universal procedure, the Student Representative who participates with an advisory role in the General Assemblies of the Department, Pedagogical Planning Unit, Quality Assurance Committee, and the Student Welfare Committee.

The President of the Association is a member of the University's Senate.

5.4 International Students' Office

Foreign students who wish to enroll at the University, after submitting a registration application, can contact the International Students' Office.

The Office in consultation with the Department of Immigration of the Republic of Cyprus helps students obtain their visas, so that they can reside legally in Cyprus.

The Office provides support to the students throughout the duration of their studies.

6 LEARNING ENVIRONMENT

Neapolis University, which has as its main purpose the provision of higher quality education, gives emphasis, in addition to the student's training in the subjects of his study programme, to the broader and more multifaceted transfer of knowledge.

In order to fulfill the above purpose, tools have been created which act as means of communication and enhance the student's learning environment.

6.1 NUP WEBTV

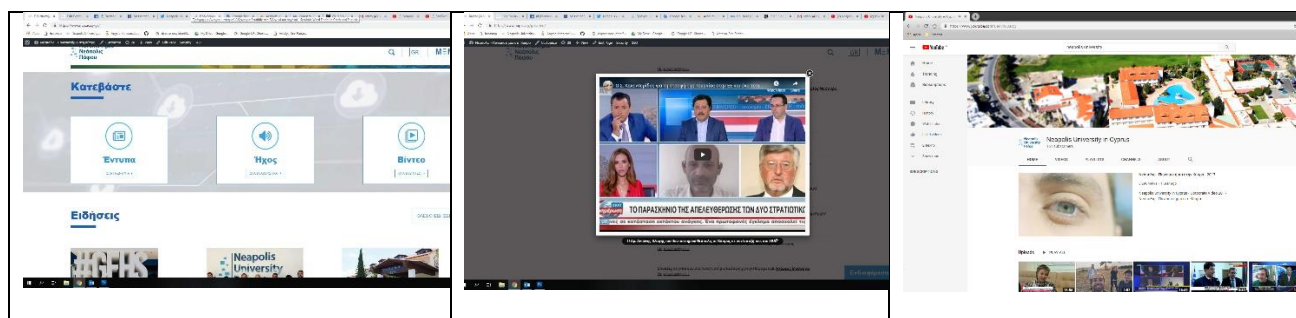
NUP WebTV is the University's visual broadcasting system. It is continuously enriched with videos while also enabling real-time connections. It is based on the YouTube platform in the form of a channel that can be accessed directly and easily and on the official website of the University there is a space where all broadcasts, publications, and announcements/instructions related to the channel and its function, are hosted.

AIM

The University takes full advantage of the capabilities offered by Information Technology and Megadata transfer. NUP WebTV as a digital medium aims to broaden the audience of important lectures, speeches and events that take place at the University's premises, the interactive communication of the academic community with society, and the diffusion of produced scientific knowledge to wider audiences of the global community of innovation and cutting-edge knowledge production.

STRUCTURE

NUP WebTV runs on the YouTube multimedia system and utilises the Channel service. The user can join the platform either through the official website of the University, or directly from the YouTube platform with any device that can display video. The media team maintains and uploads onto the Channel the audiovisual material which is available to all, and there is the capability of live broadcasting. A link is offered for each upload.



6.2 Online Lecture Series

The ONLINE LECTURE SERIES is a Lecture/Telecommunication delivery tool via the University's Learning Management System Moodle. Participants are all the students and Academic/Administrative staff. The system offers the Lecturer/Presenter the opportunity to digitally address distant audiences by creating a digital educational environment.

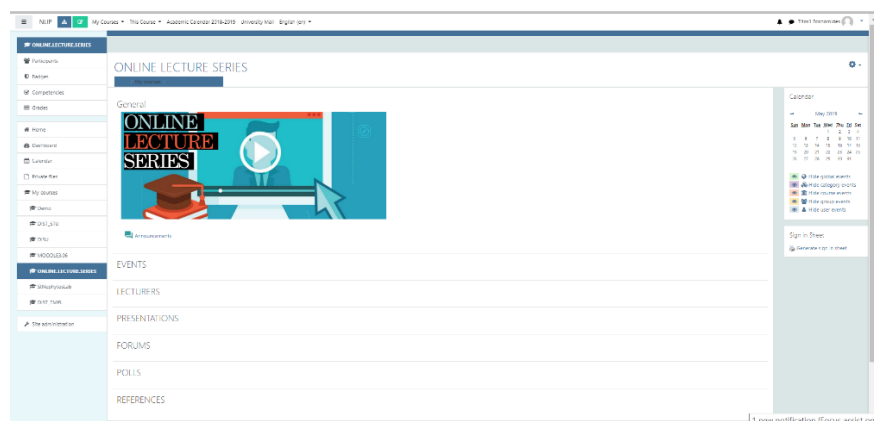
AIM

The online tool ONLINE LECTURE SERIES, supported by the University's online platform (MOODLE), addresses the internal community of the University aiming at the diffusion of specialised and general knowledge and training of its members, reinforces the sense of community and unity and strengthens overall the Academicity of the University. A particular target is the student community of distance and conventional students, to whom it offers the capability of interactive engagement and contribution to the cognitive process of the University.

STRUCTURE

The digital tool supports and serves:

- Announcements for lectures/topics and scheduling via an electronic diary
- Real-time discussions between participants
- Polls that allow participants to express their views
- Posting of files and sharing them with other users of the platform
- Posts, reproductions and collections of data from audio, video, pdf
- Connections with other multimedia systems, such as Open Badges, Activity Directory, Google Drive & YouTube.
- Discussion forums and use of survey tools.
- Connections with websites, graphics posts, presentations.
- Survey (with findings available to the participants)



6.3 Discussion Forums

DESCRIPTION

They constitute the internal public step of the University's community, in which its members (Academic, conventional and distance students) can participate by contributing to the development of an open dialogue regarding wider or more specialised topics. They are created initially within the course's framework in order to have on-line direct briefing and interactive communication of teachers with their students and between the students themselves.

AIM

Reinforcing the University's effort to increase the unity of its community, providing the capability and opportunities for greater engagement and mobilisation of conventional and distance students in its processes and instruments, as well as the creation and development of online societies/ communities of common subjects or interests.

STRUCTURE

The Learning platform enables the creation of a discussion forum. There are six (6) different types of discussion forums in total.

- Simple discussion forum – In a single page a post can be made where the participants can express their views.
- Shared discussion forum – An open discussion forum where each participant is entitled to upload.
- Discussion forum per participant – Each participant can post an open discussion in which everyone else can take part.
- Questions/Answers – The teacher can start a forum where students can ask questions and answers can be given/communicated by the competent persons.
- Discussion forums with website posts – It works as an independent website and informs the participants of its posts.
- News partitioning forum – A special forum that allows new posts and direct information to all participants.

7 STUDIES

7.1 Study semesters

The semesters of study for each academic year are two; Fall and Spring.

Each semester's timetable is set by the Departments and announced on the University's Moodle platform. The timetable contains all the required information about the code, title, teacher, days, times, and classrooms.

7.2 European Credit Transfer and Accumulation System (ECTS)

Neapolis University's study programmes are assessed using the European Credit Transfer and Accumulation System (ECTS).

Each credit unit corresponds to 25-30 hours of workload, therefore the maximum number of credits per semester has been set to 30 ECTS. Credit units are broken down into teaching hours in the fall and spring semesters.

7.3 Examination periods

The examination periods are three (3). The first is set at the end of the fall semester, the second at the end of the spring semester, and the third, the re-examination period, before the start of the new academic year.

The exam schedule is announced on the electronic platform in a timely manner, after the exam dates and times have been set by the Board of each Department.

The Policy and Procedure Assessment of students - Exams (NUP 03.512) applies.

7.4 Grading system

The courses' grading system is numerical, from 0-100, with the lowest average score of 50 in the Fall and Spring Semester examinations and maximum grade 64 in the Re-sit Examination.

7.5 Requirements for completion of studies

The courses a student must attend are defined in the Department Handbook, which is made public at the beginning of the academic year.

The Handbook records the semester breakdown and the number of courses a student must succeed in. In addition, the credit units (ECTS) of each course are recorded and the total number of credits units (ECTS) for completing the programme of study and obtaining the degree.

The Policy and Procedure for Publicity of the Programme of Studies (NUP 03.110) applies.

7.6 Duration for Completion of Studies

The duration of studies for students completing their first degree (BA, BSc) is the standard time, as defined in the Programme Handbook with an extension of two (2) years.

The duration of studies for students completing their second degree(MA,MSc) is the standard time, as defined in the Programme Handbook with an extension of one(1) year.

Upon the expiry of this permitted period, the University reserves the right to erase the student from its records and/or charge per credit unit (ECTS). The cost / ECTS is determined at the beginning of the academic year.

Please note that courses that surpass 30 ECTS workload per semester cannot be taken, except where it appears that the extra workload is the result of re-take courses.

8 RULES OF STUDY

8.1 Students' Rights and Obligations

Students' Rights

- They may express themselves and act freely within the University's premises, provided they do not violate any relevant rules, regulations or laws.
- They have the right to know the study material, the method of assessment and the percentages that each part of assessment receives, at the beginning of the course.
- Upon their enrolment, they receive a Student Handbook from the University's Authorities, detailing the operation of the University, the rules governing the rights and obligations of students, and clarifications on other relevant study matters.
- By enrolling, they automatically become members of the University's Student Association. It is understood that students have the right to form Special Student Unions, which will promote academic, cultural, social and sporting issues, and in which all students are free to participate. A prerequisite for the operation of these Unions is the approval of their aims and activities by the University's Council.
- They have the right to file a complaint.
- They can use all University premises (Library, Laboratories, etc.).

Students' Obligations

- They do not interfere with the smooth operation of the University, nor do they disrupt public order or destroy University property or endanger the physical integrity of persons located on the University's campus.
- They respect academic ethics, do not copy the intellectual work of others and do not use deception in exams, nor do they falsify.
- In case they change their personal information, they immediately inform the Department Administrator
- They participate in lessons and do not take actions that would impede the smooth delivery of the lesson.
- They collaborate with their Personal Academic Advisor and prepare their study plan for the following years.

- They respect and follow the rules set forth by the University's Financial Policy.
- They do not in any way deceive the University.
- They behave in a decent manner both towards teachers and their peers.
- They accept each person's individuality.

8.2 Policy and Procedure for Ensuring Plagiarism Control (NUP01.310)

This Policy and Procedure relates to the control of plagiarism at Neapolis University and commitment to academic excellence under the Code of Ethics and Conduct.

8.3 Filing a complaint

"Filing a complaint" describes the expression of dissatisfaction with a programme or lesson, with the University's Administration, its facilities and services, actions or omissions of staff. A complaint may describe a violation of policies related to harassment, equality, diversity, and bullying.

Complaints must be treated fairly and in such a way that they work well for the students. Students have the right to report any type of violation of their rights.

To file a complaint, the student first communicates with the Student Affairs Office. The officer discusses the matter with the student and gives him / her the complaint form to complete.

The student fills out the form and can submit it to the Student Affairs Office in person, leave it in the complaint box outside the office, or send it electronically.

Please note that, for complaints regarding course grades after the announcement of results, students address their Department Administrator.

Email: student.affairs@nup.ac.cy

Tel. 26843515

Office hours: 8:30- 13:00 , 14:30 – 16:00

The Policy and Procedure for complaints of students (NUP 07.200) applies.

9 STUDY PROCEDURES

9.1 Issuing certificates

Students may request the Department Administrator to issue certificates (attendance certificate, student sponsorship certificate, transcript) by completing the relevant form.

9.2 Course registration

Course registration is done through the University's student electronic platform (Moodle) and the days of registration are set in the Academic Calendar.

Each student can apply for up to 30 ECTS per Semester. In special cases up to 36 credits may be registered, with the approval of the Personal Academic Advisor. For larger loads, that is 37-42 ECTS, approval by the Head of the Department is required.

Up to 37.5 credits (ECTS) can be declared during the Semester in which the student prepares his Dissertation. That is, the Dissertation course and only one retake course.

Indicative cases where a student may be approved to apply for more credit units (ECTS) are when he has to re-take courses, when he has recognised courses.

Students who repeat the year will only be able to register the courses they have failed.

Students who have failed chain courses will be able to register in the following year's courses, if they also register in the prerequisite courses.

The course registration confirms the student's enrolment in the Semester of study.

Students who have financial obligations pending will not be able to proceed with the course registration.

Exceptionally and after approval by the General Assembly, students may be examined in courses offered or not offered in the next semester of their studies provided that the following apply:

- 1) Three (3) courses remain for the student to complete studies leading to a Bachelor degree (BA, BSc) and one (1) course remains for the student to complete studies leading to a Masters' Degree (MA, MSc)
- 2) The two exam periods that the student is entitled to be examined in courses (fall or spring and resit examination) have passed.

In this case the student will be examined with a maximum grade of 64.

The provisions and conditions of the paragraph 'Retake Courses' of this Student Handbook will be followed, in a respect of the cost and payment method of each course.

It is emphasized that it is at the absolute discretion of the University to determine which courses are offered in each academic year.

9.3 Credit recognition (ECTS)

Transfer students

Students who transfer from relevant study programmes of other recognised Universities can enter up to the third year of study at Neapolis University. The time recognised by Neapolis University is relevant to the credits (ECTS) and the content of the courses completed by the student at the previous University.

Students with recognised courses

Students holding a bachelor's degree from a recognised University may have courses recognised, provided that in their previous studies they were taught and examined in courses related to those of the programme in which they apply to be admitted. Students can have for up to half the time required to complete the curriculum recognised.

The "Credit Recognition Policy and Procedure and Credit Transfer (NUP Policy and Procedure 03.590)" applies to Credit Recognition.

9.4 Suspension of studies

Students may apply for suspension of study for one(1) or two(2) Semesters. The total period of suspension may not exceed two(2) Semesters.

Applications must be documented and submitted together with the relevant supporting documents to the Department Administrator, by November 15 for the Fall Semester and by March 15 for the Spring Semester of each Academic Year.

The Head of the Department and Programme Director decide whether the request for suspension will be accepted.

The Department Administrator informs the Library, the Financial Services Department and the Registry Office to check for any outstanding issues.

After reviewing the case, the student is informed of the outcome of the application in writing, as well as of any outstanding issues.

The Semester, during which the student has suspended his studies, is not counted in the time of study and does not appear in the official transcript of the student.

Please note that a student who terminates his suspension of study will attend the Programme which is enforced at the time.

9.5 Student Withdrawal

A student may submit a request to withdraw his/her studies after sending the corresponding request through the withdrawal form in consultation with the Department Administrator.

The Head of the Department and Programme Director examines the withdrawal form.

The Department Administrator informs the Library, the Financial Services Department, and the Registry Office to check for any outstanding issues.

After reviewing the case, the student is informed of the outcome of the application in writing, as well as of any outstanding issues.

It is also noted that any Certificate of Attendance given by the Department Administrator to the student prior to the submission of the application, automatically ceases to be valid. In addition, the student must deliver his Student ID to the Department Administrator.

9.6 Student re-enrolment

Students who wish to return to the University must complete an application which they send to the Department Administrator before the end date of course declaration submission, as it is noted on the Academic Calendar.

The Department Administrator informs the Library, the Financial Services Department and the Registry Office to check for any outstanding issues.

After reviewing the case, the student is informed of the outcome of the application in writing, as well as of any outstanding issues.

9.7 Termination of study

The University proceeds with its own automatic termination of study and disables contact when the student has fulfilled one of the following conditions:

- He has received a total grade of 0 in all registered courses for two consecutive semesters.
- He has not registered courses for two consecutive semesters.
- After suspension he/she has not registered any courses.
- He has not completed his/her studies within the maximum duration for completion of study.
- The student committed a disciplinary offense, for which the Disciplinary Committee and the Senate have decided to remove the student's status.
- He does not fulfill his/her financial obligations. This debt becomes due and payable immediately.

The Department Administrator informs the student in writing regarding his / her erasure. The student may file an appeal within fifteen (15) days justifying his / her absence. Otherwise, the University shall proceed to erase him / her from the University's Record.

10 EXAMS - EVALUATION

10.1 Examination rules

Students who have included in their course registration the corresponding courses for the academic semester to which the current exam period corresponds, are eligible to take the semester's exams. Also, students who re-take specific courses can participate.

10.2 Students with special educational needs

After the student has informed the Psychological Support Service and provided the necessary supporting documents, he / she may receive special treatment as to how he / she will be examined in the courses.

The Head of CE.S.E.N.D in collaboration with the Department Administrator informs the teachers of how the student will be examined in the course.

The Policy and Procedure for Support of Students with Special Educational Needs and Disabilities and the Process of their Integration in the Community (NUP 07.400) applies.

10.3 Activities

The aim of the Activities assessment is to implement alternative assessment methods that can provide a greater and more qualitative variety of information for students' knowledge and skills, as well as give students the opportunity to become active participants in the assessment process and its criteria.

For example, some of these methods are:

- Critical Analysis of scientific Articles.
- Comment and analysis of current issues in discussion forums.
- Video upload that concern current issues and relevant critical commentary.
- Answers to multiple choice quizzes
- Peer review

The use of alternative assessment methods is applied to ensure the:

- Interaction between students

- Student participation in the learning processes
- Critical thinking development
- Familiarity with research
- Interaction between theory and practice

10.4 Mid-term Assessment

- The method and procedure of the students' Mid-term Assessment (e.g. written exams, assignments, interactive activities) is specified in each Programme Handbook separately.
- The Mid-Term Assessment is carried out indicatively during the eighth(8) to eleventh(11) week of teaching. The exact date is set by the course instructor and does not exceed the date of the final exams.
- Assessment and the posting of scores from the mid-term student assessment on Moodle is done within two (2) - three (3) weeks from the date of the mid-term exams or the mid-term assignments' submission deadline.
- In case the form of the Mid-Term Assessment is an assignment submission the following apply:
 - Comments should be posted on each assignment along with their scores.
 - If the student submits his assignment overdue and no extenuating circumstances apply then he is graded with zero.
 - The student cannot use a previous work that he has submitted for the same or another programme of study at a rate of more than 20% of the total exposure of the new work. Otherwise, the new assignment must be resubmitted.
- Submission of the midterm assessment scores is sent along with the final exam scores within the grading forms, at the end of the semester following the University's final exam assessment timetables.

The aim of mid-term assessment is to implement alternative assessment methods that can provide a greater and more qualitative variety of information on students' knowledge and skills, as well as give students the opportunity to become active participants in the process of assessment and its criteria.

Peer assessment

In this framework peer assessment is encouraged, which is where students are involved in a process that is traditionally performed exclusively by the teacher. This process is suggested in two ways: one of them requires

students to assess the assignments of other students with specific assessment criteria that are provided to them, while according to the second they design the assessment criteria themselves.

By grading their peers' assignments, students realise mistakes and omissions in their own assignments and thus learn on the one hand, and on the other develop assessment, reasoning, and self-assessment skills.

Alternative techniques

It is important to note that when it comes to student assessment, not only traditional assignments (essays) are used, but also alternative techniques, as many of them contain elements of critical analysis, a connection to modern reality, a connection to the experience of students, while assignments can also be the creation of a video, poster, etc.

The degree to which students are involved in interactive initiatives can also be part of or their entire mid-term assessment.

10.5 Final written examinations

Examination periods are defined in the Academic Calendar. Exam dates for each course will be announced at a later stage.

In the final written exams' participation is compulsory and the presence of the student is required (physical or online depending on the type of exam).

10.6 Dissertations

In the programs that require the submission of a Dissertation, the students declare the topic they will study and a supervisor professor, who will help them complete it, is assigned accordingly.

The date of submission of the Dissertation, on the Educational Platform (Moodle), is announced in the Academic Calendar.

More information about this subject is written in detail in the "Dissertation Writing Guide"

The Policy and Procedure for Dissertation (NUP 03.400) applies.

10.7 Justified non-completion of work / assessment

"Special cases of non-completion of work / assessment " are defined as cases, whether personal or not, which are beyond the control of the student and prevent the latter from participating in the final assessment of the course.

The student should submit to the Department Administrator relevant justification document:

- 1) Before the submission date, if it concerns a justified non-submission of assignment (activities, mid-term assessment, dissertation).
- 2) Within ten (10) days from the date of the examination if it concerns absence from examination.

The Department's Board decides whether the student's supporting document:

- is sufficient to justify his / her absence
- states special circumstances that really prevented the student from taking the exams

The decision to approve the request and the reasons for the decision are made known to the student after the announcement of the results.

In case the absence is justified, the re-take of assessment is considered as a first attempt. Otherwise, it is considered as a second attempt.

In the case of an excused absence, the student must participate in the next examination period in which the course is examined in the corresponding semester (Fall or Spring) originally declared.

10.8 Course Assessment

Each course can be examined twice (2) per academic year. Once during the semester examinations (Fall and Spring) and once during the re-sit examination.

Assessment criteria

- The percentage of the grade of each assessment for all the Programmes of study is determined according to the nature of the Course, is communicated in time to the students and is always mentioned in the Syllabus / Department Handbook separately.
- The criteria for completing the Course in all Programmes of study are communicated to students in a timely manner and are always mentioned in the Syllabus / Department Handbook separately.

- In order to complete the course, it is necessary to participate in the interactive activities in a way that is described in the Guide of each respective study programme.
- A prerequisite is that the student receives in each one of the three assessment components (Activities, Mid-term Assessment and Final exam) a score of at least 50%.

Re-sit Examinations:

- In case of failure in part of the assessment in the first attempt, the student is re-examined in that part of the assessment that he/she has failed. If he/she fails in all parts of the assessment then he/she is re-examined in all of these parts.
- During the re-sit examination the highest possible score is 64.
- If the student has failed the evaluation part of the Activities, then he must repeat all the graded Activities.
- The Assessment Criteria of the course do not change in the Resit Examination.

A student who failed and/or did not show up for an exam in a specific course for 2 consecutive attempts is defined as failure in the entire course (exam and coursework). The course is considered a retake course and the student must re-register.

Grades Validation

At the end of each examination period the Assessment Board meets for the validation of the assessments' results

The Assessment Board decides based on student academic performance which students:

- Will receive Bachelor or Master's Degree
- Have completed all courses and proceed to next semester
- Must resit courses
- Should repeat the year
- Should repeat chain courses

Also, the Assessment Board:

- Accepts or rejects claim of extenuating circumstances forms by checking all supporting documents provided by the student.
- Checks all students that the Termination of Studies from the University Rule applies.

It is noted that the assessment can be graded and / or differentiated by a member of the Academic Teaching Team outside the course instructor.

The Policy and Procedure "Ensuring transparency of assessment" applies (NUP 03.710).

10.9 Results Publication

The results of student assessment are posted on the Educational Platform (Moodle) separately on each course page.

The results are validated by the Assessment Board.

The student then receives his official detailed transcript by e-mail, which lists the results and the decisions of the Assessment Board.

10.10 Repeating the year of study

A student who has only completed courses corresponding to up to twelve (12) ECTS credits throughout his / her entire year of study is required to repeat the year, registering only the courses in which he / she has failed.

It should be noted that the courses that the student has succeeded in are not repeated.

10.11 Application for a re-grade

Every student has the right to apply for a re-grade and re-assessment of his paper, as long as he completes the relevant form.

The student may ask the teacher to point out the errors in his / her paper and explain how he has been graded.

The request for a re-grade must be submitted within fifteen (15) days from the announcement of the results.

The application is initially examined by the course instructor. The student is then informed, and if unsatisfied with the answer, he has the right to request a re-grade from the Assessment Board of the Department within seven (7) days.

11 GRADUATES

11.1 Alumni Office

The Alumni Office of Neapolis University Pafos (NUP) has been created to serve and support its graduates. It helps to strengthen relationships between alumni and the university's community, but also to connect them with the local and wider society.

The role of the Alumni Office is to develop and promote the opportunities of NUP graduates through activities and initiatives providing ongoing support to their professional development, as well as opportunities for their professional and academic development. In addition, the Alumni Office supports the participation of graduates in European Youth Training Programmes, in collaboration with the University's Liaison Office.

The operation of the Alumni Office is subject to the General Data Protection Regulation.

The Policy and Procedure on alumni professional development (NUP 07.910) is applied.

Alumni Association

The Alumni Office aims to strengthen the network of Neapolis University's graduates which will result in the continuous contact and cooperation of its members. Graduates of the University can register with the University's contact list through the online platform (<https://www.nup.ac.cy/gr/alumni/>), in order to become members of the Alumni Association. Members of the Alumni Association will be informed by the Alumni Office of professional and scientific opportunities, the organisation of various events and seminars being held at the University and elsewhere, the organisation of Career Day and other topics of interest to them. In addition, members of the Association will have a special card with various benefits and receive newsletters and the University's annual journal.

11.2 Degree and Official Graduate Documents

The University awards degrees to graduates after the results are validated by the Department Evaluation Board during the months of December, February, April, July, and September.

The process of issuing and sending the Degrees is completed within at least three (3) months from the month of awarding the Degree.

Along with the Degree, students receive the Transcript and the Diploma Supplement.

The official documents are received only by the students who have paid off all their financial debts to the University, including the amount required for the issuance of a degree.

11.3 Degree Revocation

It is foreseen to revoke a degree that has already been awarded by the University with a documented recommendation of the General Assembly of the relevant Department and a decision of the Senate in cases where:

- 1) It has been established that the University has ignored or misinterpreted the applicable provisions, which causes damage to the graduate.
- 2) Data has emerged which, if known, would not allow its publication, according to the applicable Private Universities Legislation.

The certificate of revocation of the degree is issued and notified by the Registrar of the University.

If the revocation of a degree is due to minor reasons, for example a change of information in the degree and does not concern the learning process, for example the need to attend additional courses, then the revocation is made with the recommendation of the Registrar of the University and the decision of the Rector.

At the same time, the General Assembly of the Department and the Senate are informed.

11.4 Total Grade in the Degree

The Total Grade in the Degree is written descriptively and takes the designations "Excellent" - First Class Honours (85-100), "Very Good" - Second Class Honours (65-84), "Good" - Third Class Honours (50-64)

Calculation of the Total Grade

To calculate the grade, multiply the final grade of each course by its credit units (ECTS). Then, the sum of the multiplications is divided by the number of credit units required to complete the study program.

Only the completed courses are considered for calculating the Degree's Grade.

Courses that receive a descriptive "grade" (Pass, Transfer course, Erasmus Course) are not considered.

11.5 Graduation Ceremony

At the end of the academic year, the University organizes the Graduation Ceremony which anyone who has completed their studies can participate. Graduates are given a congratulatory letter.

Participation in the Graduation Ceremony is not obligatory.

11.6 Excellence and Alumni Awards

Graduates who have completed their studies within the basic study time and have received the highest score among their fellow students in their study program are awarded an honorary distinction-excellence by the University.

In addition, external organizations, and companies that express interest also remain honorary diplomas, awards, or cash prizes to top students.

11.7 Erasure of University Email Address

Email accounts are erased three(3) months after the date of the student's graduation from the University.

Based on the above, the email account is terminated and all data (messages, contacts) of your account will be deleted. After deletion, it will not be possible to retrieve them, as the University does not keep an electronic copy of this data.

12 DISTANCE LEARNING PROGRAMMES OF STUDY

ACADEMIC AND ADMINISTRATIVE STAFF OF THE DISTANCE LEARNING UNIT	
Head of the Distance Learning Unit	Anastasia Reppa
Educational Designer	Ioulita Angelopoulou
Educational Technologist	Vasileios Balafas
Academic Curriculum Designer	Makis Trifonos
Distance Learning Unit Coordinator	Angelina Agapiou
	Programme Coordinators
School of Architecture, Engineering, Land and Environmental Sciences	
Master of Science(MSc) in Space & Brand Identity	Chrystalla Psathiti
School of Economics, Administration, and Computer Science	
Department of Economics and Business	
Master in Business Administration(MBA)-GR	Christos Papademetriou
Master in Business Administration(MBA)-ENG	Andreas Masouras
Master in Business Administration(MBA) in Tourism	Eirini Vlassi
Master of Public Administration(MPA)	Giorgos Meramveliotakis
Master of Public Administration(MPA) with specialization in General Administration	Giorgos Meramveliotakis
Master of Public Administration(MPA) with specialization in Educational Administration	Anastasia Reppa

Master of Public Administration(MPA) with specialization in Public Healthcare Services Administration	Demetra Latsou
Master of Science(MSc) in Digital Marketing	Sofia Daskou
Department of Accounting and Finance	
Master of Science(MSc) in Banking, Investment and Finance	Maria Psillaki
Master of Science(MSc) in Forensic Accounting (joint inter-university Postgraduate Programme with UWM)	Andreas Hadjixenophontos
Master of Science(MSc) in Data Analytics and Financial Technology (interdepartmental & joint inter-university Postgraduate Programme with HMU)	Michalis Georgiadis
Department of Computer Science	
Master of Science(MSc) in Information Systems and Digital Innovation	Elena Kakoulli
Master of Science(MSc) in Data Analytics and Financial Technology (interdepartmental & joint inter-university Postgraduate Programme with HMU)	Michalis Georgiadis
School of Law	
Department of Law	
Master of Laws (LLM) in International and European Business Law	Thomas-Nektarios Papanastasiou
School of Social Sciences, Arts and Humanities	
Department of History, Politics, and International Studies	
Bachelor of Science(BSc) in International Relations and Security	Pantelis Sklias
Master of Science(MSc) in International Relations, Strategy, and Security	Marina Eleftheriadou
Master of Arts(MA) in Modern and Contemporary History	Konstantinos Doukakis
Master of Science(MSc) in European Politics & Governance	Giorgos Meramveliotakis

School of Health Sciences	
Department of Psychology	
Bachelor of Science(BSc) in Psychology	Kostas Papageorgiou
Master of Science(MSc) in Educational Psychology	Christiana Koundourou

13 ANNEXES

13.1 Academic Calendar

14 ACADEMIC CALENDAR 2023-2024 (DISTANCE UNDERGRADUATE PROGRAMMES)	
Fall Semester	
Induction days	16-22 October
Registration period	09-30 October
Beginning of Fall Semester	23 October
Vacation Period (Christmas holidays)	24 December-06 January
Last week of classes for Fall Semester	29 January-04 February
Exam Period	09-25 February
Public Holidays	
28 October	
06 January	
Spring Semester	
Induction days	19-25 February
Registration period	19 February-11 March
Beginning of Spring Semester	26 February
Vacation Period (Easter holidays)	27 April-10 May

Last week of classes for Spring Semester	03-09 June
Exam Period	14-30 June
Public Holidays	
18 March (Green Monday)	
25 March	
01 April	
01 May	
Resit Exams	
Exam Dates	24-25 August
	31 August-01 September
	07-08 September

13.2 Support Guides

All Support Guides can be found on the electronic platform of the Moodle page the “Γενικές Πληροφορίες-GENERAL.STUDENT”

14.4 Department' Administrators Telephone Directory

DISTANCE PROGRAMMES	
School of Architecture, Engineering, Land and Environmental Sciences	
Maria Savva	
dist_arch_school@nup.ac.cy 26843357 / Office no. 211 <u>Administrator for Programme:</u> Master of Science(MSc) in Space & Brand Identity	
School of Economics, Administration and Computer Science	
Efimia Moiseos	
dist_business_school@nup.ac.cy 26843409 / Office no.239 <u>Administrator for Programmes:</u> Master of Science(MSc) in Information Systems and Digital Innovation	

Master of Science(MSc) in Data Analytics and Financial Technology
Charoula Pieri
dist_business_school@nup.ac.cy 26843358 / Office no.208 <u>Administrator for Programmes:</u> Master of Science(MSc) in Digital Marketing Master of Science(MSc) in Banking, Investment and Finance Master of Science(MSc) in Forensic Accounting
Georgia Savva
dist_business_school@nup.ac.cy 26843400 / Office no.210 <u>Administrator for Programmes:</u> Master of Public Administration(MPA) (3 specializations) Master of Business Administration(MBA) Master of Business Administration(MBA) in Tourism
Law School
Maria Konikkou
dist_law_school@nup.ac.cy 26843345 / Office no.209 <u>Administrator for Programme:</u> Master of Laws(LLM) in International and European Business Law
School of Social Sciences, Arts and Humanities
Elena Trahana
dist_socialsci_school@nup.ac.cy 26843303 / Office no.218 <u>Administrator for Programmes:</u> Bachelor of Science(BSc) in International Relations and Security Master of Science(MSc) in International Relations, Strategy and Security Master of Arts(MA) in Modern and Contemporary History Master of Science(MSc) in European Politics & Governance
School of Health Sciences
Argyroula Spyrou
dist_health_school@nup.ac.cy 26843404 / Office no.214 <u>Administrator for Programmes:</u> Master of Science(MSc) in Educational Psychology Bachelor of Science(BSc) in Psychology

14.5 Administrative Services Telephone Directory

Administrative Services			
Department	Email	Telephone	Office No.
Reception	info@nup.ac.cy	26843600	
Central FAX		26931944	
Human Resources Department	hrd@nup.ac.cy	26843327	112
Personal Data Protection Office	dpo.nup@nup.ac.cy	26843346	107
Quality Assurance Office	g.christou@nup.ac.cy	26843370	212
Neapolis Research Office (NRO)	nro@nup.ac.cy	26843615	
CFO	marios.agathangelou@nup.ac.cy	26843405	125
Accounts Payable Department	accounts_payable@nup.ac.cy	26843373	
Accounts Receivables Department	accounts_receivables@nup.ac.cy	26843334/26843315	100
Marketing Office	marketing@nup.ac.cy	26843320	128
Student Recruitment and Admissions Office	admissions@nup.ac.cy	26843308/26843367/ 26843319/ 26843368	102/104/105
Student Affairs and International Students' Support Office	student_affairs@nup.ac.cy	26843382/26843515	
Registry Office	reg@nup.ac.cy	26843350/26843339	219/220
University and Campus Services	campus_services@nup.ac.cy	26843306	109
Library	lib@nup.ac.cy	26843313	
IT Department	helpdesk@nup.ac.cy	26843344	113
Erasmus Office	erasmus@nup.ac.cy	26843346	107
Liaison Office	liaisonoffice@nup.ac.cy	26843360/26843500	126/111
Alumni Office	alumni@nup.ac.cy	26843360/26843500	126/111
Gym	c.sofroniou@nup.ac.cy	26843340	

Restaurant / Cafeteria		26843324	
Emergency Number	99243132		
Hospitals	General Hospital of Pafos	26803100	
	Private Hospital IASIS	26848484	