



CYPRUS INTERNATIONAL INSTITUTE
FOR ENVIRONMENTAL AND PUBLIC HEALTH



IN ASSOCIATION WITH THE
HARVARD SCHOOL OF PUBLIC HEALTH

DOCTOR OF PHILOSOPHY (PH.D.)
IN ENVIRONMENTAL HEALTH AND PUBLIC HEALTH

PROSPECTUS
ACADEMIC YEAR 2012 – 2013

The CII Doctoral Programs in Environmental Health and Public Health

CII intends to offer PhD Programs in Environmental Health and in Public Health. Beginning in September of 2012, CII will offer the PhD in Environmental Health described below. Somewhat later, the PhD in Public Health will be introduced.

Program Overview:

Environmental Health is a fascinating, interdisciplinary field which seeks to understand the effects of human exposure to contaminants in the community, home and workplace and to use this knowledge to improve public health.

Environmental health specialists need to understand the sources of pollution; the physical and chemical processes which govern their fate and transport; the biological processes which dictate their intake, uptake, metabolism, elimination and toxicity; and the approaches for sampling, analysis, measurement and modeling of ambient concentrations, human exposures and biologically-relevant doses. These professionals must also be familiar with the principles of biostatistics, epidemiology, toxicology, and risk assessment in order to quantify risks and to characterize the state of knowledge and uncertainty underlying these estimates. Finally, they must understand the central concepts of economics, decision analysis, and administrative law in order to value health impacts, to assess the consequences of various strategies for reducing human exposures, and to design effective policies and regulations.

The Doctor of Philosophy in Environmental Health (Ph.D.) at the Cyprus International Institute for Environmental and Public Health in Association with Harvard School of Public Health (CII) will provide students with training and expertise relevant to conducting independent research in domains including environmental epidemiology, environmental and occupational exposure assessment, and risk assessment.

CII doctoral graduates will be qualified for research and teaching positions in schools of public health and other academic institutions, as well as positions in government agencies, and in the private sector. Recent graduates of the equivalent program at HSPH have taken positions as post-doctoral researchers or junior faculty members; as research scientists with the U.S. Environmental Protection Agency (EPA), the National Institute for Occupational Safety and Health (NIOSH), and Health Canada; and as staff scientists with the National Research Council, the Mexican Ministry of Health, and several consulting organizations.

Degree Requirements:

The Doctoral Program at Cyprus International Institute (CII) requires that doctoral students perform the following:

- Declare a major and two minor fields of study;
- Adhere to the doctoral student timetable (see timetable which follows) including holding regular meetings with their research committee to discuss progress every six months;
- Pass an oral qualifying examination;

- Complete the doctoral student residency requirement that includes payment of 1 year of full-time tuition and 2 years of half-time tuition;
- Complete one introductory level epidemiology course and two intermediate level biostatistics courses
- Meet all departmental course requirements;
- Maintain a G.P.A. of 3 (B) (EU 7) or better in all courses, and a GPA of 3.3 (B+) (EU8) in their major and minor courses.
- Complete, defend and submit an accepted dissertation; and
- Complete the Doctor of Philosophy (Ph.D.) degree program in five years for full-time candidates or seven years for part-time candidates.

Coursework and Research Credit:

Course requirements must be met by proposing a minimum of 40 credits in graduate-level courses. Students preparing their prospective and/or final programs are required to present course work totaling a minimum of 20 credits in the major field and a minimum of 10 credits in each of the minor field(s). Students are encouraged to work with their faculty advisors, to complete the Prospective Program by the end of the second semester of the first year and to submit the Final Program by the end of the third semester. Course work presented in the Final Program must be completed prior to the Oral Examination. Students who have received a Master's degree from CII or HSPH may follow an accelerated timetable for completion of the doctoral degree requirements, since a substantial amount of the course work for the major and minor fields will have been completed prior to entering the doctoral program. In this case the student may submit a Prospective/Final Program at the end of the first semester.

The declared major and minor fields should be broad enough to constitute substantive bodies of knowledge, and should be sufficiently different enough that their content is not duplicative. Approval of the declared fields rests with the CII Committee on Admissions and Degrees (hereinafter referred to as the CAD). If, in the opinion of the CAD, the chosen fields are either too narrow or overlapping, the student may be required to choose other fields.

The CAD will consider course work taken for previous Master's or Doctoral programs from CUT, Harvard or other Universities to be applied towards the Prospective and Final Programs. Students who wish to apply such previous course work to their areas of concentration must submit course descriptions and an official transcript along with their Prospective and Final Programs.

The CII Doctoral Program:

All CII Doctoral students must take or be waived from the following courses:

- EHS 511 -- Introduction to Statistical Methods
- EHS 515 -- Introduction to Epidemiology
- EHS 512 -- Human Physiology
- EHS 522 -- Exposure Assessment
- EHS 519 -- Risk Assessment
- EHS 580 -- Practicum (This course provides guidance on preparing a research proposal.)

All courses applied to the major and minor fields must be taken for **ordinal** credit. CII requires that a grade of B or better must be received for each course submitted for approval on the *Prospective/Final Program Form*. The CII Doctoral Program requires that students have an average grade of B+ (3.30) or better in all courses for their major and minor fields. If this requirement is not met, the student cannot proceed to the Oral Examination and the student will be given one year to bring grades in the major and minor fields up to the 3.3 G.P.A.

The Prospective Program:

The Prospective Program is a preliminary plan in which students list the formal course work they intend to take to support their chosen major and minor fields.

The Final Program:

The Final Program updates the Prospective Program, notes any changes from the Prospective Program, and includes the final plan of course work, the topic of research, and the prospective dissertation advisor. The student meets with the prospective dissertation advisor to discuss changes to the Prospective Program, goals and objectives for doctoral research, and the selection of the Oral Examination Committee members. The form lists all formal course work in major and minor fields, including grades received, the nominees for Oral Examination Committee and includes a detailed statement of research goals and objectives.

Choice of Dissertation Advisor and Nomination of the Oral Qualifying Examination Committee:

The Dissertation Advisor:

The prospective dissertation advisor may be the same person as the original advisor, but it may be desirable to review the designation at the time the student shifts from formal course work to research. The dissertation advisor must be a faculty member from CUT or HSPH.

The Chair of the Oral Examining Committee:

The Chair of the Oral Examining Committee is appointed by the CAD at the time of the approval of the Final Program and students are notified of the CAD's choice by the CUT Registrar's Office. The Chair must be a CUT or HSPH faculty member. **CUT does not allow a student's research advisor to serve as Chair of the Oral Examining Committee.**

Members of the Oral Examining Committee:

The members of the Oral Examining Committee participate in the student's Oral Qualifying Examination by preparing questions to assess the student's potential to perform research in the chosen fields. At least two members of the Oral Examining Committee must hold CUT or Harvard faculty appointments in disciplines representing the major and minor field(s). With the approval of the CAD, other members of the committee may include faculty members from outside CUT and Harvard who have relevant expertise.

THE CII Doctoral Student Time Table:

STEP	PROGRESS	DUE DATE
1	Submit <i>Prospective Program Form</i>	End of 2 nd Semester*
2a	Submit <i>Final Program Form</i>	End of 3 rd Semester*
2b	Submit <i>Nomination of Oral Qualifying Examination Committee Form</i>	End of 3 rd Semester*
3	Submit <i>Oral Qualifying Examination Scheduling Form</i>	End of 4 th Semester*
4	Submit <i>Nominations for Research Committee Form</i>	One month after successful completion of Oral Exam
5	Submit <i>Progress Report Form</i>	Six months after passing Oral Examination and at least twice a year thereafter until Dissertation Defense
6	Submit <i>Application for Degree Form</i>	Six weeks before the degree granting period in the academic term in which the dissertation is defended.
7	<i>Dissertation Defense</i>	No later than: End of 5 th year for full-time students. End of 7 th year for part-time students.

* Double the time for part-time students.

Oral Qualifying Examination:

Students should schedule the Oral Qualifying Examination after the CAD approves the student's *Final Program* and has appointed a chair for the examining committee. ***Students must complete all course work listed on their Final Program prior to taking the examination.***

The Oral Qualifying Examination should be scheduled to take place no later than the end of the fourth semester. Students who have received a Master's degree from CII and have submitted a *Prospective/Final Program* are encouraged to schedule their Oral Examination as early as their second semester. CII doctoral

students must make a short presentation of their research at a CII faculty meeting prior to scheduling the oral exam.

In some instances, the Research Committee is comprised of the same people who served on their Oral Qualifying Exam Committee, so students may wish to nominate their Research Committee at the conclusion of the exam.

Faculty members other than the examiners may attend the student's examination, but only if prior permission is given by the advisor and the student. These other faculty members may question the student only with the consent of the Chair of the examination committee. No one else may attend.

Students usually open the exam with a short presentation (about 20 minutes) outlining the dissertation topic. Examiners may question the student on the proposed dissertation research, with emphasis on the field they represent. General questions may be asked to explore the student's understanding of the major and minor fields declared.

Oral Examination Results:

The Results of the exam may be the following:

1) Passed Examination: Students receiving a "Pass" on the Examination can select their Research Committee which must be approved by CAD. Students may also apply for non-resident status after passing this Examination.

2) Qualified Pass: Under the terms of a qualified pass, the Committee must outline the specific conditions which the student ultimately must meet in order to pass the examination. For example, the Committee may require the student to complete additional course work (specifying course and semester to be taken), to complete an oral or written examination in a specified field or to submit a revised research proposal by a designated date.

The Committee must specify the date by which the student must meet the conditions, and the academic advisor must submit written confirmation to the CUT Registrar's Office once the student has met all of the specified conditions. Students will not be allowed to select their Research Committee until conditions are met.

3) Failure of the Examination: If the student fails the exam, the Committee may allow **one** (only) re-examination within a reasonable time (ordinarily within that semester, but no later than six months after the first exam).

Research:

Doctoral students who have passed their Oral Qualifying Examination and are prepared to begin advanced work along the lines of fundamental or applied research in their department may enroll for research credit toward the completion of their dissertation.

Doctoral students who have completed all required coursework, but who have not passed their Oral Qualifying Examination may register for research credits for **one semester only**. These students must obtain permission to pursue research by submitting a completed *General Petition Form* (available at the CUT Registrar's Office). The signatures of the CII director and the advisor must appear on the *General Petition Form* indicating approval of the student's undertaking research in his/her field prior to passing the Oral Qualifying Examination.

Nomination of the Research Committee:

The Research Committee oversees progress toward the completion of the dissertation. The Committee consists of the research advisor, who serves as the Chair of the Committee, and at least two other faculty members.

The research advisor must be for CII or HSPH. However, members of the Research Committee may include faculty members outside CII and HSPH. The nomination of the Committee must be submitted to CUT's Registrar's Office **within one month** of the satisfactory completion of the Oral Qualifying Examination. The student's first Research Committee meeting should be **within six months** of the satisfactory completion of the Oral Qualifying Examination.

Progress Reports:

Doctoral students are responsible for arranging meetings with their Research Committee at least once every six months or as directed by the CAD. Students approved to extend original graduation dates are required to submit progress reports every three months. These meetings must be formal face-to-face group meetings. Conference calls, e-mail meetings or ad-hoc one-on-one meetings are not allowed, except in extremely extenuating circumstances—and a petition for consideration of extenuating circumstances is required. Students must bring a *Progress Report Form* (available at the CUT Registrar's Office) to the meeting to be completed and signed by the committee members. Students then submit the completed form to the CUT Registrar's Office. The progress report will be reviewed by the CAD. The CUT Registrar's Office will then notify the student and the dissertation advisor of the result by mail.

Non-Resident Doctoral Status (Dissertation Work *in Absentia*):

Doctoral students occasionally need to perform dissertation research *in absentia* (non-residential status is defined as requiring the student to live outside of Republic of Cyprus). To do so, the student must apply to the CAD for approval of non-resident status. The completion of the minimum two years residency requirement and the satisfactory completion of the Oral Qualifying Examination are prerequisites to gain nonresident status—and before the CAD will consider a request for non-resident status, it is necessary for the Research Committee to meet with the candidate to appraise the dissertation plan. The Committee must complete the *Progress Report Form* and the student must submit it with the petition for non-resident status. The progress report must include the committee's assessment of the acceptability and feasibility of the proposed dissertation plan, the timing and scope of the periodic written reports required of the student, the arrangements which have been or will be made for direct supervision of the student and an

estimate of the minimum period of time the student will spend at CII prior to dissertation presentation and defense. Once the progress report has been completed, the student will submit it with a *Non-Resident Status Petition Form* to the CAD prior to the end of the semester preceding the requested departure. Both forms are available at the CUT Registrar's Office.

Non-resident status will be granted for one year at a time only. *Progress Reports* will be due minimally every six months (or more frequently, if stipulated by the CAD) while the student is a non-resident. Non-resident students are required to return to CII at least once a year for a committee meeting--the other 6-month meetings/reviews may be done via conference call or e-mail. Both a *Non-Resident Status Petition* and an acceptable *Progress Report Form* must be submitted to the CAD before a request for a second year is considered.

It is assumed that the doctoral student will pursue dissertation work on a full-time basis while a non-resident. Therefore, the student must still adhere to the Doctoral Student Timetable. If students wish to change their status from full- to part-time, (or continue part-time), additional information must be supplied on the *Non-Resident Status Petition* declaring the reason(s) research will be conducted only on a part-time basis.

Dissertation Completion:

An acceptable dissertation must be submitted within five years of the date of matriculation as a full-time doctoral candidate and seven years for part-time candidates. At the end of the five years, students who have not completed their dissertation will be reviewed by the CAD for unsatisfactory progress. Extensions of time beyond five years are considered only upon special petition and explanation. Generally, the dissertation is published as a series of at least three papers accompanied by an introduction, a thesis overview and conclusion sections. The papers must be published or submitted to a journal. However, occasionally it becomes apparent that publication of the entire dissertation work may not be possible so one or two of the papers may be submitted or published after the by the defense date. In this case the papers included in the thesis must be almost ready for submission, The Research Committee should not approve a thesis that includes papers that incomplete and far from being ready for submission. In this case, the student must, at an early stage of the work, request permission from the CAD to submit a traditional dissertation rather than one or more papers.

Dissertation Defense:

When the dissertation is complete, students must defend it to the entire Research Committee at a public presentation.

Scheduling the Defense:

Students must obtain the *Dissertation Scheduling Form* from the CUT Registrar's Office, and then obtain the signatures of the dissertation advisor and the CII Director, to signify the approval of the student's scheduling of the defense. The completed *Dissertation Defense Scheduling Form* must be submitted to the CUT Registrar's Office at least three weeks prior to the scheduled defense. The defending student must

submit copies of the dissertation to the Research Committee and CII Director at least six weeks prior to defense.

On the day of the defense, the dissertation advisor must pick up the student's *Report of Dissertation Committee Form* from the CUT Registrar's Office. This form must be completed by the Research Committee and returned to the CUT Registrar's Office immediately after the student's defense. ***The dissertation defense is a public forum—however examination of the student at the presentation is limited to the members of the Research Committee.***

Successful Completion of the Defense:

Students must submit two bound copies of the dissertation to the CUT Registrar's Office. The CUT Registrar's Office will distribute one copy of the dissertation to the student's department. All copies of the dissertation should have the original signatures of the Research Committee members on the signature page. On the recommendation of the CII Director and the Research Committee, the CAD recommends the student for the degree to the CUT Faculty. The Faculty will then vote whether or not to award the degree. After the degree has been voted by the CUT Faculty, it is voted by the Senate of CUT. All bound and signed dissertations are due on the dates specified for each degree awarding period and dissertations must be physically present for the degree to be voted.

Applying For Admission

Anyone interested in applying for the Doctor of Philosophy degree in Environmental Health must: (i) complete an online application between January 16 and May 12, 2012, **AND** (ii) submit a complete set of paper copies of the signed application and all supporting materials to the Postgraduate Studies Officer at the Service for Academic Affairs and Student Welfare by these same deadlines.

Online application forms and supporting information about the program are available on the Graduate and Postgraduate Education page of the Institute's web site at:

<https://webapps.sph.harvard.edu/live/cyprus/>

Supporting materials to be submitted include:

- Signed and fully completed Application Form
- Complete curriculum vitae
- A 500 word essay written by the applicant
 - The essay should describe the applicant's academic and professional history reasons for wanting to enroll in the degree program and professional or academic career plans upon completion of the program.
- Copy of diplomas for bachelor's and any higher degrees
- Copy of official grade transcripts from all colleges and graduate and/or professional schools attended.
 - Applicants with transcripts from Universities where English is not the language of instruction should provide official English translations of their diplomas and grade transcripts.

- Letters of recommendation from at least three people who are well acquainted with the applicant's academic work and/or professional experience.
- Copy of national identification Card (EU citizens) or passport (all other applicants)
 - Scores from the Graduate Record Examination (GRE)
 - Applicants who take the GRE should have their official scores submitted directly to CII. Scores not more than six years old may be submitted.
- For all applicants from countries where English is not the language of instruction scores from either the TOEFL (Test of English as a Foreign Language) or the IELTS (International English Language Testing System).
- The official scores should be submitted directly to CII
 - Applicants with TOEFL scores of 83 or better or with IELTS scores of 7 or higher will be considered for admission to CII. All others will be automatically disqualified.
 - For candidates for financial aid, a statement of financial need
- An application is considered complete only when it contains all of the documents listed as required above the Application Form
- Applicants expected to have a distinguished undergraduate record, as well as excellent performance in any graduate work undertaken.

An applicant is considered complete only when (i) it contains all of the documents listed as above; (ii) the Application Form has been signed; and (iii) the complete package has been received by Postgraduate Studies Office of the Cyprus University of Technology by the application deadline May 12, 2012.

Review Process

All complete doctoral applications are evaluated by the Committee for Admissions and Degrees (CAD) at the Institute and independently by a similar committee at the Harvard School of Public Health. Each committee reviews and ranks the applicants. Final admissions decisions are made by the Senate of the Cyprus University of Technology and communicated to applicants by the Director of CII or the Director of Service for Academic Affairs and Student Welfare.