1. How do you check that students admitted to the program meet the admission criteria?

   The University follows the Quality Assurance Agency (QAA - www.qaa.ac.uk/) code of practice on Recruitment and Admissions.

   Cardiff Metropolitan University works with partner institutions around the world and recognises a wide range of international qualifications. The Global Engagement office works with academic schools which is responsible for setting its admission criteria and entry requirements in line with the minimum University requirements. The partner admissions team is responsible for managing the processing of applications that are received from a collaborative partner for entry onto a University programme.

   Admission is contingent upon the information within the application being correct. Applicants who do not follow the relevant application procedures for the University, or who make false or fraudulent applications will have their place withdrawn.

   All students are admitted subject to:

   • adhering to the Collaborative Provision Admissions Policy

   • fulfilling the entry requirements of the course

   • a reasonable expectation that the applicant will be able to achieve the learning outcomes of the course and achieve the award as demonstrated through the application process.

   The applications for admissions are reviewed by the Link Tutor/Partnership Officer/Moderator. If there are any applications that have been reviewed and are required to submit further information/documents, admissions will email the Partner institution to provide advice on this. The Partner institution should re-upload extra documents to the Partner workspace or Dashboard or provide information via email.

   In making offers to prospective students, offers shall be made in accordance and in compliance with Cardiff Metropolitan University's Equal Opportunities Policy and shall therefore not be discriminatory beyond the Selection Criteria determined for each programme. Marginal deviations from such Selection Criteria shall only be considered for the purposes of ensuring that a programme meets its required recruitment target number and where further "inclusivity" (with integrity) may be achieved.

   Except in the case of Exceptional Entry candidates and where Selection Criteria require performance or other judgement, which can only be made by Programme Team staff, offers will be made by the Global Engagement Office relating to TNE students to levels which attempt to ensure that programmes meet their required recruitment targets.

   English Language Minimum Requirements

   UG- The minimum requirements are 5.5 in each element with overall 6.0 in IELTS or equivalent. Students that show no proof of English proficiency must take the Placement Test and depending on how they score they will be placed in either one (1) or two (2) semesters Foundation programme at partner institution.

   PG- The minimum requirements are 6.0 in IELTS or equivalent.

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Disclosure of Information

Applicants are required to disclose all information requested by the University. If any of the information provided is incomplete or incorrect the University reserves the right to take any appropriate action which may include withdrawal.

Equal Opportunities

Cardiff Metropolitan University (Cardiff Met) recognises that discrimination is unacceptable in any form and is committed to equality of opportunity for staff and students in all aspects of its activities as an employer, a provider of Higher Education and as a community resource.
The University is committed to providing a working and learning environment free from any form of harassment, intimidation, victimisation or discrimination on the grounds of nationality, sex, race, colour, ethnic or national origin, disability, religion, sexual orientation, age or marital status, language, social origin, political opinion, property and birth or status. All individuals will be treated with dignity, respect and valued for their contribution. The University fully accepts its statutory responsibilities and is committed to extending the principles laid down in law to any individual or groups, who are discriminated against or treated unfairly. The University will ensure that it is fully aware of its responsibility towards the promotion of Equal Opportunities and is properly equipped to take account of the diverse needs of particular groups when providing services.

Students with Disabilities Cardiff Metropolitan University is committed to the principle of equality of opportunity for disabled people. The University's Admissions Procedure seeks to ensure that all applications are treated fairly and on the basis of skills, ability and aptitude, in keeping with the provision of the Disability Discrimination Act (1995). This applies to admission for full-time and part-time, undergraduate and post graduate applicants. It is imperative that applicants who declare a disability are allowed access to advice and guidance at the earliest opportunity, to ensure appropriate support is in place at the commencement of their studies. Some programmes adhere to external professional body standards. In certain circumstances it may be considered that an applicant is unable to meet the requirements of the course. In this situation it is essential to liaise with the professional body and Student Services prior to any decision being made regarding an applicant's suitability. It remains the applicant's/student's responsibility to provide any documentation requested by the partner institution.

Admission of members of staff

Members of staff of Cardiff Metropolitan University or its partner institutions may not normally be admitted to any module or course with which they are involved in assessment or which are assessed by any board of which they are a member.

Procedures for assessing the suitability of Exceptional Entry-Route 1 candidates are the responsibility of Schools. In each case a pro- forma report must be lodged with the University's Academic Registry (Annex 1).

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2. Do you have information about the profile of incoming students?

Academic profile:

Postgraduate programme:

a) BA Transcript and certificate or equivalent from an awarding body which is recognised by UK NARIC.
b) Non-graduate qualification which is deemed to be of a satisfactory standard for the purpose of postgraduate admission - HND or equivalent plus evidence of 2 years Management Experience
c) Exceptional Entry- non-graduates whose relative lack of formal qualifications (i.e. formal qualifications which marginally fall short of the normal minimum entry requirements) is compensated for by his/her age and relevant work experience provided that such candidates evidence of 5 years Management Experience relevant to the Master's degree to be pursued. (Evidence must be letters of recommendation from employer(s) on headed/official company paper which confirms the role of the individual and length of employment with dates and a full/detailed CV)
d) Copies of any professional qualifications (if relevant to the application)
e) English Language Certificate- the minimum requirements are 6 in IELTS or Cambridge C1 level. If not a holder of above certificates students will be asked to take the Oxford Online Test by CUC. If the Bachelor's Degree was awarded by an English-Speaking Institution, then an additional English Language Certificate is not required.

Undergraduate Programme**:**

a) High School Leaving Certificate and Transcripts, Greek Apolytirion certificate/transcript with 12 out of 20/60% or above Or a Foundation degree if score is less than 12. For International candidate, 10th and 12th Level in English Language.
b) English Language Certificate. The minimum requirements are 5.5 in each element with overall 6.0 in IELTS or equivalent. Students that show no proof of English proficiency must take the Placement Test and depending on how they score they will be placed in either one (1) or two (2) semesters Foundation programme at partner institution.

Country profile:

This academic year CUC Nicosia received students from Greece, Cyprus, Morocco, Nepal, Nigeria, India, Canada, Pakistan and Bangladesh.

3. How do you ensure that students have a good command of the program's teaching
  language?

Cardiff Met's strategic plan include delivery of high quality and high impact practice-focused and professionally recognised education, research and innovation in partnership with students and industry. Improving the student experience is at the heart of the values driven strategy. The policy is designed as a key reference document that sets out how in partnership with its students the views of all students inform its quality processes with the aim of understanding and using this information to enhance the student experience.

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Students good command of the program's teaching language is ensured by below mechanisms:

a)   By ensuring English Language Minimum Requirements are met while recruitment to programmes
b)   Organising additional tutorials to support weak students
c)   English Language foundation programme (one Year)
d)   Link Tutor visits to meet students

4.   **What are the minimum required qualifications of the teaching staff?**

The minimum required qualifications of the teaching staff depend on the programmes taught. All staff applications are reviewed by Cardiff Met before approving. In order to achieve approval, the staff has to have the formal and substantial academic qualifications required for teaching on higher education programmes in the same subject and at the same level as in the United Kingdom.

5.   **Have you checked the exam papers?**

All exam papers are checked by relevant staffs from Cardiff Met and external examiners for quality assurance. CUC Nicosia follow similar exam board guidelines as Cardiff Met with three exam boards annually (progression, award and re-sit). The assessments/exams are marked based on Cardiff Met examination guidelines which include Assessment and Feedback Policy.

The Assessment and Feedback Policy builds upon established principles underpinning assessment within the institution in order to foster a consistent and high-quality student-centred approach to assessment and feedback, enabling all students to reach their academic potential. This policy has been informed by the UK Quality Code for Higher Education.

Internal moderation of student work ensures the use of agreed marking criteria, comparability and equity of standards, consistency and fairness of marking. At CUC the internal moderation may be undertaken via double seen marking or double unseen marking. Cardiff Met quality ensure the CUC internal moderation via moderation by Filed Group Chairs who are subject/programme specialists at Cardiff Met.

External Examiner (EE) Review and Feedback- For pursuance of quality enhancement and the maintenance of academic standards, the exam board sample work is sent to external examiners to provide an objective view of the operation of the programmes they are associated with and enable comparisons with the standards of programmes offered in other institutions of which they have knowledge.

EE are provided sample of work reflecting the full range of achievements of students (i.e. samples of failing work and work from each classification band, both at undergraduate and postgraduate levels) and the full range of markers, in order to ensure that each student is fairly placed in relation to the rest of the cohort. EE approve the form and content of proposed examination papers, programme work and other assessments that count towards the award in order to ensure that all students will be assessed fairly in relation to the programme syllabus and regulations and in such a way that the external examiner(s) will be able to judge whether they have fulfilled the learning outcomes of the programme and reached the required standard.

EE attend exam board meetings of the Examining Board at which decisions on recommendations for awards are made and ensure that those recommendations are reached

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by means according with the University's requirements and normal practice in higher education. The External Examiner shall sign the results sheet to signify approval of awards made, that this limits any further considerations of awards unless any subsequent amendments are endorsed by the external examiner, and that processes have been undertaken in accordance with the University's conventions.

Disclosure of Assessment Marks – In order to provide students with continuous feedback, provisional marks or other indications of performance may be given on a provisional basis. Students are informed of the provisional nature of the mark.

Marks attained at examinations or other assessment are disclosed to candidates on all programmes of study after an exam board event. The marks may be ratified by the relevant Examination Board.

In case of unfair practice, students are informed in regard to University regulations with particular reference to Conduct of Examinations, Appeals and Complaint Procedures.

6.   How do you check that the programs are implemented based on quality criteria? What evidence do you request from City Unity College Nicosia?

The responsibility for oversight and maintenance of academic standards rest with the Academic Board of the University and the quality assurance procedures of the University apply to the Programmes delivered at partner institution.

University ensures the following to check the programmes are implemented based on quality criteria:

i)   appoint members of its staff as Programme Moderator/Link Tutor(s) to perform duties to ensure that those academic and other regulations and procedures deemed by the University to be necessary are rigorously applied.

ii) appoint an External Examiner(s) to the Programmes to perform quality assurance responsibilities.

iii) approve any modifications to the Programmes in compliance with procedures for modification as laid down in the University Handbook.

iv) if the Programmes are franchised / outreach franchised, common assessment of students on the University and partner Programmes may take place. Where such common assessment is not possible, the University will ensure that alternative arrangements are put in place such that the equivalence of assessment is assured. Such arrangements shall include assessment approval by the University and the External Examiner(s).

v) ensure via the Moderator/Link Tutor(s) and as necessary via the External Examiner(s) (as per the relevant sections of the University Handbook) that assessment exercises and examination questions are of an appropriate standard and breadth such as to satisfy the Programmes requirements; the Moderator/Link Tutor(s) and/or the External Examiner(s) are empowered to impose appropriate changes to assessment exercises and/or examination questions as necessary.

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vi) ensure via the Moderator/Link Tutor(s) and as necessary via the External Examiner(s) (as per the relevant sections of the University Handbook) that marking schemes for assessment exercises and for examination questions exist and are appropriate, that they are applied and that marks are awarded appropriate to the requirements of the award or stage of the Programmes.

vii) Moderator/Link Tutor(s) provide appropriate induction/training/updating/guidance when necessary to assist partner institution staffs in their duties regarding the pursuance of quality enhancement and maintenance of academic standards pertaining to the Programmes.

Evidence requested from City Unity College Nicosia

(i) provide all suitable and necessary accommodation, equipment, teaching and learning materials, resources and support systems for the Programmes to operate according to the validated Programme documentation and at the required quality and standards agreed between the Parties and to provide adequate and appropriately qualified teaching staff to deliver the Programmes. This information is captured through validation document and Resource Questionnaire.

(ii) adequately manage the Programmes on a day to day basis in accordance with relevant requirements of the University Handbook and the requirements of the validated Programme documentation. This information is captured through Academic calendars for individual programme, Programme Handbook.

(iii) allow University Moderator/Link Tutor(s) and External Examiner(s) for the Programme to access aspects of the partner institution which are pertinent to the maintenance of quality and standards of the Programmes and for monitoring and reporting purposes.

(iv) ensure that staff maintain a level of relevant expertise appropriate to the needs of the Programmes, and that new/replacement staff are at least as well qualified/experienced as existing/outgoing staff. The partner institution shall submit to the Moderator/Link Tutor(s) the CV of any new staff for scrutiny.

(v) identify and establish a Programme delivery team and Programme Director to run for each of the Programmes, and further establish a Programme Committee for each of the Programmes as defined in the University Handbook to act as the formal body representing and coordinating the activities of the Programme. This information is captured through link tutor/moderator attending programme committees.

(vi) complete fully and submit within the required timescales the Annual Programme Review(s), in respect of each of the Programmes. Copies to be submitted to both Moderator/Link Tutor(s) and the University Academic Standards and Quality Unit.

7. Have you ever visited classes where your programs are taught in Cyprus? What is the teaching methodology followed?

Moderators/Link Tutors visit the partner institution as necessary to ensure that the programme progresses appropriately. Usually, there are two visits each academic year, during institution visit Moderators/Link Tutors normally visit the classes through a schedule negotiated with the partner institution. In addition, the moderator/link tutor make arrangements to interact with staff

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and students of the Partner Institution via alternative means, for example, video conference meetings as essential, such as participation in a Programme Committee meeting. During the class visits it is envisaged that Moderators/Link Tutors will:

◻ meet and discuss the programme with students;

◻ review facilities in relation to programme developments

◻ review teaching plans

The most recent visit took place between 8/10/2019-19/10/2019. The Link tutor/moderator took the opportunity to welcome all new students on all campuses to Cardiff Met and welcome-back sessions were also presented for returning students. Due to Covid-19, no further on campus visits were possible this academic year.

A report is generated at the end of each visit, the purpose of this development report is to report on activities taken to support the partner with programme delivery, quality and enhancement. The below are highlights from the latest visit:

"Best Practice. (Please include details of any innovations or best practice identified.)

- The ownership of quality enhancement being taken in-house
- New Culinary arts suite in Nicosia
- The new initiatives driven by the OAD to integrate critical thinking into the curriculum
- The student-centred approach to all areas of operation despite economic difficulties
- The way in which all 3 campuses are working together under the new Dean
- The excellent working relationship the CUC teams have with Cardiff Met teams
- Consistent upholding of UK HE quality standards
- Excellent student experience noted in all 3 campuses

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