|  |  |
| --- | --- |
| **Doc. 200.4** | **REQUEST FOR REVIEWING****PROGRAMME OF STUDY OFFERED IN CYPRUS****WITH THE METHOD OF****FRANCHISE / VALIDATION** |
| **Date:** Date |  |
|  | **Higher Education Institution in the Republic of Cyprus (Local Institution):**Click here to enter Institution name**District:** Click here to enter District**EU Member State and UK Higher Education Institution (Collaborating Institution):**Click here to enter Member State Institution**District:** Click here to enter District**Programme of study (duration, ECTS, degree):** Click here to enter the programme of study in English**Language of instruction: English****Name the concentrations (if any):****Programme status (*check the box where applicable and complete accordingly*):**1. New programme of study: [ ]
	1. Εxpected to operate in the Winter/Spring semester of the academic year YYYY
2. Currently operating programme of study: [ ]
	1. Programme title on the last accreditation:

Click or tap here to enter programme title* 1. Reference number: Click or tap here to enter Reference Number
	2. Expiry date of the last accreditation: Click or tap to enter date of accreditation
 |

**APPLICATION SUBMISSION CHECKLIST**

**For the effective processing of your application, it is confirmed that the following have been delivered/sent to the offices of CYQAA (check the box where applicable):**

|  |
| --- |
| Cover Letter (hardcopy and digital PDF format) |[ ]
| Copy of the receipt for the payment of the fees (hardcopy and digital PDF format) |[ ]
| Application ([use Doc. 200.4)](https://www.dipae.ac.cy/index.php/en/evaluation-en/forms-en) in digital PDF format (usb and institution cloud folder) |[ ]
| Practical Training Guide (if applicable in digital PDF format) |[ ]
| **Expected number** of students for each year (the institution must submit the expected number of students per semester) |  |
| **Expected countries** of origin of students, proportionally by country (the institution must submit the expected numbers per semester) |  |

**Programme coordinator (the coordinator’s CV is included in the application with the CVs of the teaching staff)**

|  |  |
| --- | --- |
| **Name:** |  |
| **Tel:** |  |
| **E-Mail:** |  |
| **Signature:** |  |

|  |  |
| --- | --- |
| **Date of Application Submission:** |  |

|  |
| --- |
| The present document has been prepared within the framework of the authority and competencies of the Cyprus Agency of Quality Assurance and Accreditation in Higher Education, according to the provisions of the “Quality Assurance and Accreditation of Higher Education and the Establishment and Operation of an Agency on Related Matters Laws” of 2015 to 2021 [L. 136 (Ι)/2015 - L. 132(Ι)/2021]for reviewing the cross border program of study offered with the method of franchise/validation. |

|  |
| --- |
| **GENERAL INSTRUCTIONS FOR COMPLETING THIS DOCUMENT**1. The **Higher Education Institution in the Republic of Cyprus** is referred in the application as the ***Local Institution***.

The **EU Member State and UK Higher Education Institution** is referred in the application as the ***Collaborating Institution***. 1. The application for reviewing the programme of study with the method of franchise/validation, must be written and submitted **in English**.
2. The local institution must prepare and submit the application which should be co-signed by the chief administrative officer of the local institution and the chief administrative officer of the collaborating institution.
3. Each application in addition to the electronic submission on the cloud folder of the institution, must also be sent to the offices of the CYQAA in digital form (USB) inside a plastic case, accompanied by a cover letter signed by the legally authorized representative of the institution.

**NOTE**: Do not upload files in \*.zip / \*.rar format. All files must be in \*.pdf format. 1. The request by the local institution for reviewing the programme of study with the method of franchise/validation, must be submitted to the CYQAA Agency **at least 12 months** prior to its operation.
2. A **separate application** must be submitted for each programme of study.

If the same programme of study is offered both at the local institution's main premises as well as the institution’s **branches**, separate applications are required.1. The institution is responsible to ensure that the application contains all required information and that the information is **true** and **accurate**.
2. The completed application should include page numbers and any additional documents should be clearly labelled and cited separately as **appendices** or **annexes**.
 |

**TABLE OF CONTENTS**

[Α. AUTHORIZATION OF REQUEST 5](#_Toc183778892)

[Β. CONDITIONS FOR CROSS-BORDER EDUCATION 6](#_Toc183778893)

[(a) Recognition of the collaborating institution 6](#_Toc183778894)

[(b) Accreditation of the programme of study of the collaborating institution 7](#_Toc183778895)

[(c) Higher education qualification issued is the same for both institutions 8](#_Toc183778896)

[(d) The same vocational rights are conferred in the territory of both institutions 9](#_Toc183778897)

[C. COLLABORATION PREREQUISITES 11](#_Toc183778898)

[(a) Submission of all relevant reports and evaluations 11](#_Toc183778899)

[(b) Educational facilities and services offered by both institutions 12](#_Toc183778900)

[(c) Admission criteria, evaluation and graduation applied by both institutions 13](#_Toc183778901)

[(d) Teaching staff members of both institutions 14](#_Toc183778902)

[(1) Short CVs of the teaching staff of the local institution 17](#_Toc183778903)

[(2) Short CVs of the teaching staff of the collaborating institution 18](#_Toc183778904)

[(e) Agreements between the institutions 19](#_Toc183778905)

[D. GENERAL DATA PROTECTION REGULATION (GDPR) 20](#_Toc183778906)

[E. STRUCTURE OF THE PROGRAMME OF STUDY 21](#_Toc183778907)

[(a) Programme Requirements 21](#_Toc183778908)

[(b) Course Distribution per Semester / per Academic Year 22](#_Toc183778909)

[(c) Weekly Timetable per Semester / per Academic Year 23](#_Toc183778909)

[F. CYQAA LAW / ANNOUNCEMENTS 24](#_Toc183778911)

[(a) CYQAA Law 24](#_Toc183778912)

[(b) Useful links of relevant Announcements of the Agency regarding the programmes intended to be delivered through the method of franchise/validation: 25](#_Toc183778913)

# Α. AUTHORIZATION OF REQUEST

|  |
| --- |
|  |
| Name and district of the local institution |
|  |
| Name and district of the collaborating institution |
|  |
| Name of the programme of studyProvide the name of the programme, the duration of studies, the number of ECTS and the programme’s type e.g. Business Administration [4 academic years, 240 ECTS, Bachelor(ΒΑ)] |
|  |
| Local institution’s legal *Chief Officer* (name and signature) |
|  |
| Collaborating institution’s legal *Chief Officer* (name and signature) |
|  |
| Person *Responsible by Law* of the collaborating institution (name and signature) |
|  |
| *Representative* of the collaborating institution |
|  |
| Date of submission |
|  |

# Β. CONDITIONS FOR CROSS-BORDER EDUCATION

The conditions for the provision of cross-border education according to **the article 11** of the “***Quality Assurance and Accreditation of Higher Education and the Establishment and Operation of an Agency on Related Matters Laws***” of 2015 to 2021 [L. 136 (Ι)/2015 - L. 132(Ι)/2021], request that:

**(1) Every higher education institution may award itself higher education qualifications of educational institutions of member states with the method of Accreditation or give the opportunity to educational institutions of member states to award their own qualifications in the Republic with the method of franchise, provided that the following conditions, which are checked by the Agency, are fulfilled:**

## (a) Recognition of the collaborating institution

|  |
| --- |
| Provide proof that the collaborating institution is recognized in its country and duly authorized and accredited to provide courses and grant higher education qualifications with the method they are offered. |
| Documentation: |

## (b) Accreditation of the programme of study of the collaborating institution

|  |
| --- |
| Provide proof that the programme of study leading to the award of the higher education qualification in the Republic has been officially accredited by the authorized and accredited Agency established in the member state of origin of the higher education qualification. |
| Documentation:  |
| **Position of the collaborating institution and programme of study in the national rankings** |
| **Institution** |  |
| **Programme** |  |

## (c) Higher education qualification issued is the same for both institutions

Please note that the higher education qualification issued, the degree award offered, the assessment methods, the course distribution, and the graduation requirements must be IDENTICAL to those of the collaborating institution.

|  |
| --- |
| Provide proof that the higher education qualification issued is the same as that which would have been awarded if the education had taken place entirely in the member state of origin of the higher education qualification (attach degree sample). |
| Documentation: |

## (d) The same vocational rights are conferred in the territory of both institutions

|  |
| --- |
| Provide verification that the higher education qualification in the Republic of Cyprus, in case it certifies a vocational qualification, confers the same vocational rights as those conferred in the territory of the member state of origin of the higher education qualification (if applicable). |
| Documentation: |

**(e) The same rights are conferred in the territory of both institutions**

|  |
| --- |
| Provide verification that the higher education qualification issued in the Republic of Cyprus confers the same rights as those applicable in the territory of the member state of origin of the education qualification. |
| Documentation: |

# C. COLLABORATION PREREQUISITES

The conditions for the provision of cross-border education according **the article 11** of the “***Quality Assurance and Accreditation of Higher Education and the Establishment and Operation of an Agency on Related Matters Laws***” of 2015 to 2021 [L. 136 (Ι)/2015 - L. 132(Ι)/2021], request that:

***(2) Before the commencement of the offer of the programme of study ending in the award of a higher*** education qualification, in accordance with the provisions of subsection

(1), the higher education institution informs in depth and in detail the Agency, submitting to it the following and all additional documents (e.g. agreements, memoranda of understanding etc.) as annexes with the necessary references.

## (a) Submission of all relevant reports and evaluations

|  |
| --- |
| Attach using the **Annex Names** (as seen in the table below), all relevant reports and evaluations made by the collaborating institution after the visits to the local institution (all the documents submitted should be signed). |
| **Documentation:** |
| **Annex Part C-a** | **Annex Name** |
| Relevant Reports | **ANNEXC2a1.pdf** |
| Relevant Evaluations | **ANNEXC2a2.pdf** |

## (b) Educational facilities and services offered by both institutions

|  |
| --- |
| Provide the full details of the academic/educational facilities and services offered by the local institution, as well as those offered by the collaborating institution (the local institution must be equitably suitable for the delivery of a course i.e. library facilities, computing services, student and specialized services etc.). Attach using the **Annex Names** (as seen in the table below). |
| Documentation: |
| **Annex Part C-b** | **Annex Name** |
| Educational Facilities | **ANNEXC2b1.pdf** |
| Educational Services | **ANNEXC2b2.pdf** |

## (c) Admission criteria, evaluation and graduation applied by both institutions

|  |
| --- |
| Provide the full details of the admission criteria, evaluation, and graduation procedures applied by the local institution, as well as those applicable to the collaborating institution. The institution’s admission criteria of School Leaving Certificate / Apolytirion overall final grade should be included.The appropriate levels of the English language acknowledgement on the basis of international examinations for admission to the programme should be included.Attach using the **Annex Names** (as seen in the table below). |

|  |
| --- |
| Documentation: |
| **Annex Part C-c** | **Annex Name** |
| Admission Criteria - Local institution  | **ANNEXC2c3\_ac\_cy.pdf**  |
| Evaluation Criteria - Local institution | **ANNEXC2c3\_ec\_cy.pdf** |
| Graduation Criteria - Local institution in | **ANNEXC2c3\_gc\_cy.pdf** |
| Admission Criteria - Collaborating institution | **ANNEXC2c3\_ac\_f.pdf**  |
| Evaluation Criteria - Collaborating institution | **ANNEXC2c3\_ec\_f.pdf** |
| Graduation Criteria - Collaborating institution | **ANNEXC2c3\_ec\_f.pdf** |

## (d) Teaching staff members of both institutions

|  |
| --- |
| Provide the list of names of the members of the teaching staff and their relationship with the institution and the certificates of their academic and professional qualifications which will be used for the provision of the programme by the local institution (Teaching Staff Table by Local Institution), as well as the corresponding details of the staff used in the collaborating institution (Teaching Staff Table by Collaborating Institution). The programme coordinator’s CV must be included in the application with the CVs of the teaching staff.The **work overload** of the teaching staff should be included in column Total Periods Per Week.  |
| Please note that a **minimum** of 70% of the academic staff must be PhD holders and be employed Full Time (FT). |

Example:

| **TEACHING STAFF TABLE**  |
| --- |
| Α/Α | Fullname | Academic qualifications/ credentials | Rank [[1]](#footnote-1) | Contract Type[[2]](#footnote-2) | Programme(s) of study / institution(s) | Teaching periods [[3]](#footnote-3) | Total periods per week |
| 1 | George Demetriou | 1) PhD in Human Resource Management2) MBA in Business Administration | Professor | FT | Bachelor in Business AdministrationInstitution X branch Nicosia | 3 | 9 |
| MBA Institution X branch Larnaca | 3 |
| MBAInstitution X branch Paphos | 3 |

| **Teaching Staff Table by Local Institution** |
| --- |
| Α/Α | Fullname | Academic qualifications/ credentials | Rank [[4]](#footnote-4) | Contract Type[[5]](#footnote-5) | Programme(s) of study / institution(s) | Teaching periods [[6]](#footnote-6) | Total periods per week |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

| **Teaching Staff Table by Collaborating Institution** |
| --- |
| Α/Α | Fullname | Academic qualifications/ credentials | Rank [[7]](#footnote-7) | Contract Type[[8]](#footnote-8) | Programme(s) of study / institution(s) | Teaching periods [[9]](#footnote-9) | Total periods per week |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
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### (1) Short CVs of the teaching staff of the local institution

|  |
| --- |
| Provide the Short CV of EACH teaching staff member of the local institution in Cyprus (using document [500.1.3 or 500.1.4](https://www.dipae.ac.cy/index.php/el/evaluation-el/forms-el)).Attach using the **Annex Names** (as seen in the table below). |

|  |  |
| --- | --- |
| **Annex Part C-e** | **Annex Name** |
| FULLNAME - CV his/her statement of employment – ERGANI | **ANNEXC2d\_FULLNAME\_cy.pdf** **ERGANI\_FULLNAME\_cy.pdf** |
| FULLNAME - CV his/her statement of employment – ERGANI | **ANNEXC2d\_FULLNAME\_cy.pdf****ERGANI\_FULLNAME\_cy.pdf** |
| FULLNAME - CV his/her statement of employment – ERGANI | **ANNEXC2d\_FULLNAME\_cy.pdf****ERGANI\_FULLNAME\_cy.pdf** |
| FULLNAME - CV his/her statement of employment – ERGANI | **ANNEXC2d\_FULLNAME\_cy.pdf** **ERGANI\_FULLNAME\_cy.pdf** |
| FULLNAME - CV his/her statement of employment – ERGANI | **ANNEXC2d\_FULLNAME\_cy.pdf****ERGANI\_FULLNAME\_cy.pdf** |
| FULLNAME - CV his/her statement of employment – ERGANI | **ANNEXC2d\_FULLNAME\_cy.pdf****ERGANI\_FULLNAME\_cy.pdf** |

### (2) Short CVs of the teaching staff of the collaborating institution

|  |
| --- |
| Provide the Short CVs of the teaching staff of the collaborating institution ([Doc. 500.1.3 or 500.1.4](https://www.dipae.ac.cy/index.php/en/evaluation-en/forms-en)).Attach using the **Annex Names** (as seen in the table below). |

|  |  |
| --- | --- |
| **Annex Part C-d** | **Annex Name** |
| FULLNAME - CV  | **ANNEXC2d\_FULLNAME\_abr.pdf**  |
| FULLNAME - CV | **ANNEXC2d\_FULLNAME\_abr.pdf** |
| FULLNAME - CV | **ANNEXC2d\_FULLNAME\_abr.pdf** |
| FULLNAME - CV | **ANNEXC2d\_FULLNAME\_abr.pdf**  |
| FULLNAME - CV | **ANNEXC2d\_FULLNAME\_abr.pdf** |
| FULLNAME - CV | **ANNEXC2d\_FULLNAME\_abr.pdf** |

## (e) Agreements between the institutions

|  |
| --- |
| Submit the agreements / memoranda of understanding between the local institution and the collaborating institution. |
| Documentation: |
| **Annex Part C-e** | **Annex Name** |
|  | **ANNEXC2e1.pdf** |
|  | **ANNEXC2e2.pdf** |

# D. GENERAL DATA PROTECTION REGULATION (GDPR)

The conditions for the provision of cross-border education according to **the article 11** of the “***Quality Assurance and Accreditation of Higher Education and the Establishment and Operation of an Agency on Related Matters Laws***” of 2015 to 2021 [L. 136 (Ι)/2015 - L. 132(Ι)/2021], request that:

***(3) The Agency may communicate the information and data provided in*** [**subsection (2)**](#_C._AGREEMENTS_/) ***to –***

*(a) the institution the higher education qualification of which is awarded;*

*(b) the competent authorities and evaluation bodies of the member state to which this educational institution is subject for purposes of evaluation and control; and*

*(c) the Cyprus Council of Educational Evaluation/Accreditation for the purposes of recognition of the higher education qualification.*

# E. STRUCTURE OF THE PROGRAMME OF STUDY

## (a) Programme Requirements

Complete the table below indicating the requirements of the programme of study

|  |  |
| --- | --- |
| **PROGRAMME REQUIREMENTS** | **ECTS** |
| Compulsory courses |  |
| Elective courses |  |
| (a) Courses of specialization |  |
| (b) General Education courses / Free Electives |  |
| Undergraduate / Postgraduate Assignment  |  |
| Practical training |  |
| Total ECTS |  |

## (b) Course Distribution per Semester / per Academic Year

Complete the table below indicating the distribution of the courses (compulsory and elective), per semester per academic year.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Α/Α** | **Course Type[[10]](#footnote-10)** | **Course Name** | **Course Code** | **Periods per week** | **Period duration** | **Number of weeks/semester** | **Total periods/semester** | **ECTS** |
| **YEAR 1 : Semester A** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **YEAR 1 : Semester B** |
| **1.** |  |  |  |  |  |  |  |  |
| **2.** |  |  |  |  |  |  |  |  |
| **3.** |  |  |  |  |  |  |  |  |
| **4.** |  |  |  |  |  |  |  |  |

## (c) Weekly Timetable per Semester / per Academic Year

Complete the table below indicating the weekly timetable of the courses per semester per academic year.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Α/Α** | **Course Type[[11]](#footnote-11)** | **Course Name** | **Course Code** | **Periods per week** | **Day & Time of the Week** | **Number of weeks per semester** | **ECTS** | **Name of the responsible teaching staff** |
| **YEAR 1 : Semester A** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **YEAR 1 : Semester B** |
| **1.** |  |  |  |  |  |  |  |  |
| **2.** |  |  |  |  |  |  |  |  |
| **3.** |  |  |  |  |  |  |  |  |
| **4.** |  |  |  |  |  |  |  |  |

# F. CYQAA LAW / ANNOUNCEMENTS

## (a) CYQAA Law

|  |  |
| --- | --- |
| Subject | File |
| The Agency - <https://www.dipae.ac.cy/index.php/en/cyqaa-en/law-en> | GR   EN |
| Τhe Quality Assurance and Accreditation in Higher Education and the Establishment and Operation of an Agency on Related Μatters Laws, 2015 and 2016 [L. 136(I)/2015 and L. 47(I)/2016] | https://www.dipae.ac.cy/images/icon-acrobat.jpg    https://www.dipae.ac.cy/images/icon-acrobat.jpg |
| Τhe Quality Assurance and Accreditation in Higher Education and the Establishment and Operation of an Agency on Related Μatters (Amending) Law, of  2019 [ L. 35(Ι)2019] | https://www.dipae.ac.cy/images/icon-acrobat.jpg |
| Τhe Quality Assurance and Accreditation in Higher Education and the Establishment and Operation of an Agency on Related Μatters (Amending) Law, of 2020 [L. 54(Ι)/2020] | https://www.dipae.ac.cy/images/icon-acrobat.jpg |
| Τhe Quality Assurance and Accreditation in Higher Education and the Establishment and Operation of an Agency on Related Μatters (Amending) Law, (num.2) of 2020 [L. 138(I)/2020] | https://www.dipae.ac.cy/images/icon-acrobat.jpg |
| Τhe Quality Assurance and Accreditation in Higher Education and the Establishment and Operation of an Agency on Related Μatters (Amending) Law, (num. 3) of 2020 [L. 208(I)/2020] | https://www.dipae.ac.cy/images/icon-acrobat.jpg |
| Τhe Quality Assurance and Accreditation in Higher Education and the Establishment and Operation of an Agency on Related Μatters (Amending) Law, of 2021 [L. 132(Ι)/2021] | https://www.dipae.ac.cy/images/icon-acrobat.jpg |

*"franchise method" means the agreement between two higher education institutions, which provides that institution A’ shall issue higher-education qualifications on behalf of institution B΄ and under which institution A΄ shall be responsible for the development of the academic contents and the quality assurance of the higher education qualification, while students complete their studies at institution B΄ and receive a higher education qualification from institution A΄, provided that they have successfully completed their studies;*

*The conditions for the provision of cross-border education is the article 11 of the “Quality Assurance and Accreditation of Higher Education and the Establishment and Operation of an Agency on Related Matters Laws” of 2015 to 2021 [L. 136 (Ι)/2015 - L. 132(Ι)/2021].*

## (b) Useful links of relevant Announcements of the Agency regarding the programmes intended to be delivered through the method of franchise/validation:

|  |
| --- |
| <https://www.dipae.ac.cy/index.php/el/nea-ekdiloseis/anakoinoseis-el> <https://www.dipae.ac.cy/index.php/en/news-and-events/announcements> |
| Τίτλος | Ημερομηνία Δημοσίευσης |
| [Διασυνοριακή Προσφορά Προγραμμάτων Σπουδών μέσω Δικαιόχρησης (Αρ. 3)](https://www.dipae.ac.cy/index.php/el/nea-ekdiloseis/anakoinoseis-el/765-20-09-2024-diasynoriaki-prosfora-programmaton-spoudon-meso-dikaiochrisis) | 20 Σεπτεμβρίου 2024 |
| [Διασυνοριακή Προσφορά Προγραμμάτων Σπουδών μέσω Δικαιόχρησης (Αρ. 2)](https://www.dipae.ac.cy/index.php/el/nea-ekdiloseis/anakoinoseis-el/755-05-04-2024-diasynoriaki-prosfora-programmaton-spoudon-meso-dikaiochrisis) | 5 Ιουλίου 2024 |
| [Προσφορά προγραμμάτων με τη μέθοδο της δικαιόχρησης (Αρ. 2)](https://www.dipae.ac.cy/index.php/el/nea-ekdiloseis/anakoinoseis-el/584-17-05-2021-prosfora-programmaton-me-ti-methodo-tis-dikaiochrisis-2) | 17 Μαΐου 2021 |
| [Διασυνοριακή Προσφορά Προγραμμάτων Σπουδών μέσω Δικαιόχρησης](https://www.dipae.ac.cy/index.php/el/nea-ekdiloseis/anakoinoseis-el/750-26-04-2024-diasynoriaki-prosfora-programmaton-spoudon-meso-dikaiochrisis) | 26 Απριλίου 2024 |
| [Προσφορά προγραμμάτων με τη μέθοδο της δικαιόχρησης](https://www.dipae.ac.cy/index.php/el/nea-ekdiloseis/anakoinoseis-el/426-04-07-2019-prosfora-programmaton-me-ti-methodo-tis-dikaiochrisis) | 04 Ιουλίου 2019 |
| [Προγράμματα Δικαιόχρησης που προσφέρονται από Ιδρύματα Ανώτερης Εκπαίδευσης στην Κύπρο](https://www.dipae.ac.cy/index.php/el/nea-ekdiloseis/anakoinoseis-el/123-2017-07-19-programmata-dikaiochrisis-idrymata-anoteri-ekpaidefsi) | 19 Ιουλίου 2017 |

1. Professor, Associate Professor, Assistant Professor, Lecturer, Special Teaching Personnel, Visiting Professor, Special Scientist, Lab Assistant [↑](#footnote-ref-1)
2. FT-Full time / PT-Part Time [↑](#footnote-ref-2)
3. Teaching periods per week for each programme of study and name of the institution [↑](#footnote-ref-3)
4. Professor, Associate Professor, Assistant Professor, Lecturer, Special Teaching Personnel, Visiting Professor, Special Scientist, Lab Assistant [↑](#footnote-ref-4)
5. FT-Full time / PT-Part Time [↑](#footnote-ref-5)
6. Teaching periods per week for each programme of study and name of the institution [↑](#footnote-ref-6)
7. Professor, Associate Professor, Assistant Professor, Lecturer, Special Teaching Personnel, Visiting Professor, Special Scientist, Lab Assistant [↑](#footnote-ref-7)
8. FT-Full time / PT-Part Time [↑](#footnote-ref-8)
9. Teaching periods per week for each programme of study and name of the institution [↑](#footnote-ref-9)
10. Compulsory or Elective Course [↑](#footnote-ref-10)
11. Compulsory or Elective Course [↑](#footnote-ref-11)