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To
Director
City Unity College

**SUBJECT: Preliminary review regarding the programme of study
“Bachelor of Science (Hons) Psychology”
which is going to be offered by City Unity College, via the franchise method,
in collaboration with the London Metropolitan University, UK.**

Based on the Law [N. 136 (I) / 2015 to 35 (I) 2019], I have instructions to inform you of the findings of the **preliminary review**, carried out by CYQAA, for the programme of study “**Bachelor of Science (Hons) Psychology**” of the institution “London Metropolitan University, UK” which will be offered via the franchise method by your institution.

In your letter of reply, you should include, in accordance with the above-mentioned Law, all the information that the Agency has identified as deficient and/or missing in the preliminary review.

It is expected that your response will be structured, and you will reply with specific references to documentation (annexes and pages) in accordance to the Agency’s Law.

During the preliminary review we have observed the following:

1. Under Part A, in paragraph 4.1 you refer to and provide documentation about the accrediting powers of the institution abroad. Although you do provide information and documentation of your collaborative partnership(s) of your institution with the institution abroad, you need to also refer to model(s) of collaborative provision, information on fees, as well as the University’s Data Sharing Policy and Education Act Notice. Please, do provide this information in your response.
2. Under Part A, in paragraph 4.1, you do not include the “Articles of Government” of London Metropolitan University, which is a necessary document. Please, submit this document as Appendix 1c of your application.

3. Under Part A, you answer paragraph 4.2 in the same exact way you have answered paragraph 4.1. In this paragraph, you need to list the specific conditions for registration, required to be met by the provider, and to also submit documentation that you have met these conditions.
4. Under Part A, in paragraph 4.3, you need to provide the “programme approval” document.
5. Under Part A, in paragraph 4.5, you mention the quality assurance procedures of the institution abroad, and refer to Appendix 3 as the “University’s Quality Manual.” What you include instead is a letter from London Metropolitan University to your institution. Please, submit London Metropolitan University’s manual on its quality assurance procedures. You also need to submit a sample of the higher education qualification to be awarded to students upon successful completion of their program.
6. Under Part A, in paragraph 4.5, you need to submit documents pertaining to academic appeals processes and student complaints procedures.
7. Under Part B, in paragraph (b), you describe and provide evidence of your academic facilities, but you do not provide any information regarding psychology laboratories, as deemed necessary for the field of Psychology. Please, do provide information and documentation on this matter, as well as a link to a virtual tour of your campus.
8. Under Part B, in paragraph (d) you provide a nominal list of the teaching staff of your institution (TABLE A). In your list, all of the teaching staff appear to be at the rank of Lecturer or Assistant Professor. The Agency would like to highlight that recruiting qualified staff at higher ranks is a prerequisite for running successful programmes of study. Please, do provide a plan for staff recruitment at ranks higher to those of a Lecturer and Assistant Professor, as well as a timeline for meeting this requirement.
9. In your application, you have omitted to submit the following, and as indicated in the Institution’s checklist as points 9 and 10, which you have not checked:
 - (a) Expected number of students for each year
 - (b) Expected countries of origin of students, proportionally by country.
10. In your application, you are asking to have the above franchise programme of study approved to be offered in the Greek language. We regret this is not possible for the following reasons:
 - (a) Any programme of study to be offered via the franchise method, needs to provide the same content, language of instruction, and method of delivery offered by the institution abroad.
 - (b) The higher education awarded qualification needs to reflect the programme of study offered by the institution abroad, including the language of instruction.

I remain at your disposal for any inquiries and/or clarifications.

(Loucia D. Constantinou, PhD)

On Behalf of the President of
The Cyprus Agency of Quality Assurance
and Accreditation in Higher Education