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24 September 2024

To  
Director  
Alexander College (Larnaca)

**SUBJECT: Preliminary review regarding the programme of study “BSc (Hons) Accounting and Finance”, which is offered by Alexander College (Larnaca), via the franchise method, in collaboration with Canterbury Christ Church University, UK**

Based on the Law [N. 136 (I) / 2015 to 35 (I) 2021], I have instructions to inform you in regards to the findings of the **preliminary review**, carried out by CYQAA, for the programme of study **BSc (Hons) Accounting and Finance (3 academic years, 180 ECTS, 360 Credits)**, of the institution Canterbury Christ Church University UK (CCCU), which is offered via the franchise method by your institution, Alexander College (Larnaca).

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 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.

**Observations during the preliminary review:**

**1. Programme Courses:**

- As seen from the website of CCCU, during year 2 of the programme, the students at CCCU must choose 2 elective courses out of 7. Alexander College (Larnaca) offers only 2 of the elective courses, giving the students no choice and **making all year 2 courses compulsory with no electives.**

Also, during year 3 of the programme, the students at CCCU must choose 3 elective courses out of 15. Alexander College offers only 3 of the elective courses thus **making them compulsory**.

Overall, CCCU offers 22 elective courses throughout the whole duration of the programme whereas Alexander College (Larnaca) offers only 5 courses, all of which are compulsory but in the application for reviewing the programme they are referred to as elective.

Please, provide clarifications for all the above matters and note that you should proceed with offering at least two more elective courses.

## 2. Teaching Staff:

The Agency would like to highlight that recruiting qualified staff is a prerequisite for running successful programmes of study:

- According to the Agency's guidelines, no less than 70% of the teaching staff should hold a full-time position, and only the remaining 30% must be part-time staff. Please, submit more information on this matter since 63% of the teaching staff in the programme is employed on a part time basis.

Also please clarify the position held, by the teaching staff with A/A 6 on Table A, full time or part time.

- The CYQAA Council, during its 99<sup>th</sup> Summit, on the 13<sup>th</sup> of November 2023, has decided that all institutions will be required to send the list of their academic staff who teach in their programmes extracted from the **ERGANI database**.

Hence you are kindly asked to submit the abovementioned list for the teaching staff in the programme.

- All academic staff profiles (name and rank) must be uploaded on your **website**, including **part time staff**.
- In the application for reviewing the programme, the name of A/A 2 - Table A, is included in the teaching staff list for the programme (see Table A, page 24) but the CV is not included in Annex X. You are kindly asked to submit the CV.

**3. Annexes IIVa and IIVb:**

Regarding Annexes IIVa and IIVb please note that we have contacted CCCU and are waiting for the signed Partner visit reports from them.

- 4. In page 9, Part A- 4.1 of the application for reviewing the programme** it is mentioned that CCCU is a member of the Quality Assurance Agency for Higher Education (QAA). However, CCCU is not included in the list of members of QAA. (<https://www.qaa.ac.uk/membership/about-qaa-membership/our-members>).

It is noted on the email sent by you on the 16th of September 2024 that you have contacted CCCU on the matter. Please provide clarifications after you receive information on this matter from CCCU.

- 5. In the application for reviewing the programme, at the Institution's Check List on page 3,** it is mentioned that you have submitted the institution's admission criteria of School Leaving Certificate / Apolytirion overall final grade but there was no mention in the application regarding this. In addition to this, on your institution's website you do not state the minimum grade on the Apolytirion required for the enrolment in the programme as this is stated on the website of CCCU. You are kindly asked to clarify this.

I remain at your disposal for any inquiries.

(Emily Alexandridou)

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