

Reference No: 07.14.211.001.004

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To

Director

Alexander College

SUBJECT: Preliminary review regarding the program of study "BSc (Hons) Business Management", which is going to be offered by the Alexander College, Larnaca, with the method of franchise, in collaboration with the Canterbury Christ Church University UK

Based on the Law [N. 136 (I) / 2015 and N.47 (1) / 2016], I have instructions to forward you the findings of the **preliminary review**, carried out by CYQAA, for the program of study **BSc (Hons) Business Management** of the institution Canterbury Christ Church University UK which will be offered with the method franchise by your institution, Alexander College.

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

It is expected that your response will be structured, and you will reply to each of the identified criterion / point with specific references to documentation (annexes and pages) in accordance to the Agency's Law.

Below are all the points where CYQAA has observed insufficiencies:

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➤ **The request for reviewing the program of study, is submitted to CYQAA in order:**

1. to be offered and operate at the beginning of the winter semester

or

2. to be offered and operate at the beginning of the spring semester

The request you have submitted to the Agency does not indicate when the program will be offered and operate.

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➤ **INSTITUTION'S CHECK LIST**

In order for your request to be forwarded and properly examined, you must confirm that the following have been delivered at CYQAA's offices (check ✓ where applicable):

On the checklist point 6 was not completed.

Point 6: Test for English language competency or set levels on the basis of international examinations

In the material you have submitted, there is no example of your institution's exam / test which will enable you to assess the level of English language knowledge of the prospective candidate students.

In addition, your institution should state which internationally recognized English language certification exams will use, as a prerequisite for entering the program, in relation to the corresponding level defined by the Common European Framework of Reference for Languages.

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➤ **REQUESTED DATA:**

*From the requested Data the following **are missing**:*

- 1. Signature of the person Responsible by Law of the Collaborating Institution*
- 2. Signature of the Representative of the Collaborating Institution (if it is a company)*

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PART B

Instructions: Complete according the Article 11 of Laws 136(I)/2015 to 47(I)/2016. Any additional documents (e.g. agreements, memoranda of understanding etc) must be submitted as annexes with the necessary references.

- (a) All the relevant reports and evaluations that have been made from the educational institute whose degree title will be awarded.**

In relation with the above, in the preliminary check documentation that you have submitted, there is a reference to Annex 9 which is not included in the overall material. In your reply, you are asked to make the reference to the correct Annex.

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- (b) Complete evidence for the academic facilities and services to be offered by the educational institute as well as those offered by the educational institute whose degree title will be awarded.**

In regards with the above point, in your documentation, you refer only to the educational facilities / services which are offered by the collaborating institution CCCU.

It is required to provide all necessary evidence that will adequately document how these educational facilities / services (e.g. Induction process, Pastoral care and pastoral support, Personal Tutors, Student Study Support Unit / SSSU, Program and Individual Module Handbooks, CORE) will be fully implemented and offered to the students by your institution Alexander College, in the same way as they are offered by CCCU.

- (c) Complete evidence of the criteria for admission, evaluation and graduation, which will be implemented from the educational institute as well as those who are implemented by the educational institute whose degree title will be awarded.**

Your institution should state which internationally recognized English language certification exams will use, as a prerequisite for entering the program, in relation to the corresponding level defined by the Common European Framework of Reference for Languages.

(d) The nominal list of the Academic / Teaching Personnel and their relation to the educational institute as well as CVs of the Academic / Teaching Personnel involved in offering the program by the Cyprus educational institute and CVs of the personnel employed by the educational institute whose degree title will be awarded.

You need to submit the following:

- 1. Full and extensive curriculum vitae of all the academic / teaching staff of your institution*
- 2. Full and extensive curriculum vitae of the academic / teaching staff of CCCU*

(Marina Zervou)

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