

The Cyprus Academy of Arts

09th December 2021

To whom it may concern

Dear Sir/ Madam,

Further to your request, regarding the programmes of the University of the Creative Arts (UCA) awards delivered by our partner institution, The Cyprus Academy of Arts (CAA), please see our response to your questions below.

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

The entry criteria have been established as part of the validation event for all programmes, and it is expected that the partner would follow that guidance when processing the admission of the students. To note that CAA's programmes' learning outcomes, that was leading to the UCA award, were mapped against the first 2 years of the UCA programme.

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

CAA are responsible for managing the admission process of the students and as part of this process they will conduct interviews for applicants, and if a portfolio is required, this will also be assessed at the admission stage. All nonstandard cases are referred to the University where the Link Tutor would discuss the suitability of the candidates internally and advise CAA of the decision. Once all admissions processes are completed, CAA would then send a list of all incoming students to UCA to process on our system.

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

All programmes are taught in English and the level of English requirements are specified in all programme specification. Students who do not meet this criterion would not be admitted onto the programme. The Link Tutor will also interact with students at Course Boards of Studies and as observers in some of the teaching delivery, at which point if there were any concerns, this would be raised through the appropriate UCA channel to be addressed. Prior to starting the UCA programme, CAA would also conduct interviews as part of the admission process, at which point the student English level is assessed.

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

The academic resources is checked at the validation event and the teaching staff are mapped to the unit delivery. All staff CVs are also submitted at the event which is assessed by the panel members for appropriateness. If CAA proposes a new teaching staff during the year, the CV will be submitted to UCA to ensure that this is approved by the school.

5. What knowledge do you have of the exam papers administered?

The UCA Link Tutor is heavily involved in the assessment briefs and verification of the student assessment work. Our courses are assessed through a portfolio of assessment methods which would normally not include exams. All assessment briefs are discussed with the Link Tutor to ensure that they are relevant and at the appropriate level. Part of the Link Tutor's role includes a sampling of marking and advise whether marking meets UCA expectations and they will also provide staff development around assessment policies and marking standards.

When the verification of the assessment is completed by our Link Tutor, all information will then be processed through the UCA Boards of Examiners, which is chaired by the UCA Head of School. They will have the oversight that the correct procedure has been administered and that the overall profile of the students mirrors the UCA standards.

6. How do you check that the programmes are implemented based on quality criteria? What evidence do you request from The Cyprus Academy of Art?

UCA is responsible for the quality assurance of the programmes and the Link Tutors takes part in the UCA internal committees at a school level to ensure that CAA's report feeds back to the University.

The course level qualitative and quantitative analysis and action planning is completed using the annual academic monitoring report templates. The report asks the course to briefly note significant achievements and enhancement on the course as well as any known potential risks or themes for the University's consideration. Trend data is populated into the report for analysis, which relates to:

- student satisfaction surveys
- external examiners feedback
- course performance data and trends (retention and achievement)
- failure rates for units at first attempt
- employability data

Any actions highlighted within the report is inserted into the course action plan with appropriate deadlines in place for completion. The course AAM report is provided to Head of School to update them concerning the health of the course and any actions taken in response to their feedback.

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

Prior to the Pandemic, UCA visited CAA to ensure that the delivery of the programmes was at the same standard as the University. UCA conducted a site visit as part of the approval process, where the suitability of the teaching space was assessed. Under normal circumstances, the Link Tutor would travel to CAA at least twice a year and would then observe some of the teaching and participate where appropriate in some of the teaching sessions. Currently as UCA are unable to travel to CAA, the Link Tutor would use the virtual session to meet CAA teaching teams and participate in course boards where students feedback on their experience at CAA. It is envisaged that the visits will resume when the pandemic is over.

The course provides an inclusive learning environment delivered through a diverse range of teaching methods to support different learning styles, including lectures, seminars, technical and studio workshops, critiques, formative feedback and summative assessments, group and individual tutorials, external visits and both guided and self-directed study.

If you more further assistance, please do not hesitate to contact me.

Yours sincerely,

Catherine Riley
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University for the Creative Arts