Προς: Φορέα Διασφάλισης και Πιστοποίησης της Ποιότητας της Ανώτερης Εκπαίδευσης

Θέμα: Προκαταρκτικός έλεγχος όσον αφορά στο πρόγραμμα σπουδών του ιδρύματος Canterbury Christ Church University UK 'BSc (Hons) Hospitality Management' που πρόκειται να προσφερθεί με τη μέθοδο της δικαιόχρησης από το ίδρυμα Alexander College – Επιστολή σας ημερ. 22/04/2019.

Σε συνέχεια της ως άνω επιστολής σας και αναφορικά με τα στοιχεία που έχουν ζητηθεί, σας παραθέτουμε τα πιο κάτω:

- **Σελίδα 1**

Το αίτημα για έλεγχο / αξιολόγηση υποβάλλεται στον Φορέα με σκοπό να προσφερθεί και να λειτουργήσει με την έναρξη του χειμερινού εξαμήνου 2019.

- **Σελίδα 2**

Οι πιο κάτω πληροφορίες αφορούν τόσο το σημείο 6 στην σελίδα 2 του εντύπου που έχει σταλεί όπως επίσης και το σημείο (γ) στο Μέρος Β του εντύπου που έχει σταλεί.

Οι διεθνείς εξετάσεις για την γνώση της αγγλικής έχουν καθοριστεί από το Βρετανικό Πανεπιστήμιο και είναι οι πιο κάτω:

- o IELTS με ελάχιστο βαθμό το 6.0.
- o IGCSE English as a Second Language με ελάχιστο βαθμό το 'C'.
- o Το επίπεδο εξετάσεων σύμφωνα με το κοινό Ευρωπαϊκό πλαίσιο αναφοράς είναι το B2.

- **Σελίδα 6**

Στο ΠΑΡΑΡΤΗΜΑ 1 υπάρχει υπογεγραμμένη η σελίδα του εντύπου.

- **Σελίδα 9**

Εκ παραδρομής έγινε σημείωση για Παράρτημα. Οι σχετικές εκθέσεις βρίσκονται στο Παράρτημα 7 του εντύπου που είχε σταλεί.

Στο ΠΑΡΑΡΤΗΜΑ 2 της υφιστάμενης επιστολής σας επισυνάπτουμε τις εκθέσεις και αξιολογήσεις που έχουν γίνει από το εκπαιδευτικό ίδρυμα του οποίου ο τίτλος θα απονέμεται.

- **Σελίδα 9 – 11**

Πιο κάτω σας παρατίθενται τα στοιχεία για τις εκπαιδευτικές διευκολύνσεις που θα εφαρμοστούν από το εκπαιδευτικό ίδρυμα Alexander College.

Curriculum Support-Additional Learning Support for all Students

On entry to College, all students starting their first year undertake appropriate initial assessment. Support is then agreed and provided as required. All applicants are considered on their aptitude, experience, qualifications and ability.

Upon registration, all students receive the Student Handbook. The student handbook explains all necessary requirements that a student needs to be aware of during his or her academic career at Alexander College and the partner university.

Programme Handbook

The Programme Handbook is designed to provide information relevant to your specific programme of studies. The information in the handbook may also be provided in several other electronic or paper sources and this document provides links to the definitive data sources wherever possible.

Please note that the electronic version of the handbook which can be found on the Course Programme Visual Learning Environment will be kept up to date and you will be notified of any significant changes. Please remember to refer to the electronic version on the Programme Visual Learning Environment to ensure that you are working with the most up to date information.

Communication

The college has its own communication channel between college staff and students. All communication is done through the college email system. Students enrolled on college and university programmes have their own email address '@alexander.ac.cy' and is their responsibility to check it DAILY to receive all important information relevant to their study. A user name and password will be given to the students soon after their registration to access their college email account.

The college has also developed its own Visual Learning Environment (VLE) know as *Aristotle* using the Moodle platform. Students have access on Aristotle using the same user name and password received for their email account. On Aristotle students will be able to access the modules there are enrolled and see the weekly lecture notes, reading and supportive materials. Also, Aristotle is the submission portal of students' written assessments.

Students can access both their email and Aristotle accounts through the college website. Also, students can download both email and Aristotle apps on their mobile phones and or tablets.

Additional Educational Support
Additional assistance such as, a sign language communicator, a communications support worker, a note-taker and mobility assistance, amongst others can be arranged if necessary. Early notification with the College is recommended to ensure enough time is available to determine the student's requirements and make the necessary arrangements.

Study skills sessions are part of the curriculum and aid students to reflect on their current skills and learn new ones. The sessions cover subjects like exam techniques, note taking, plagiarism, referencing, researching on the internet, revision skills, time management, and presentation skills.

Seminars related to enhancing concentration, memory and time management, as well as improving self-confidence take place from time to time in accordance with the needs of the students and their workload.

Disability Service

The college endeavors to provide appropriate arrangements for teaching and assessing students with disabilities and specific learning difficulties to ensure equality of opportunity for all students with special educational needs.

Student Advisers are available by appointment only via Reception. To request advice via email please send your query to e.kazakou@alexander.ac.cy.

The Disability Service aims to provide a holistic service for disabled students and support the academic and administrative staff working with disabled students. If you are a disabled student, the team of professional advisers are on hand to help you access your programme of study. This includes sourcing specialist help, Reasonable Adjustments for assessments. For further information contact your course leader.

Under Academic Regulations 'Reasonable adjustments shall be provided where necessary, for students with a documented disability, temporary disability or severe short-term illness, specific learning difficulty (including dyslexia), mental health condition or chronic medical conditions, pregnancy, maternity or paternity. The circumstance must be having a substantial impact on a student's capacity to study and / or take assessments in the usual way.'

If you require any reasonable adjustments, you must provide evidence of need (e.g. a medical report or an educational psychologist report) and an Assessment of Needs Report (a detailed report which makes a unique assessment of the learning needs of the student) to the Disability Service. The advisers will then collaborate to agree reasonable adjustments and ensure that the necessary preparations are put in hand.

Writing Center

Alexander College offers student support for further development of their writing skills. The staff will offer help on study skills, essay and report referencing and correct use of English grammar.

The sessions will be one-on-one and take place at the college premises. Students can email tutors to make an appointment. Each session will last maximum 30 minutes. Students can have as many sessions as they want during the semester.

Students are expected to receive help from the support center to improve the quality of their academic work. Use of the support center will not affect grades negatively.

To make an appointment with one of the tutors contact Eleni Georgiou (elenig@alexander.ac.cy). Students are expected to make an appointment for each session. Manage sessions accordingly so that no delay or fail for assignment submission occurs.

Members of the center will not produce the work a student should produce. They will only consider work already in process and written.

Personal Care Support
Personal care support is provided through daily contact with the student and liaison with parents and other specialist agencies. Personal helpers may also be provided for those students who have identified and requested this specific need.

Medical Support and First Aid Management
There are members of staff trained in first aid at the College who will be able to administer first aid pending ambulance arrival. In a non-urgent situation, Student Services will be contacted who will arrange for the student to be transported to the local doctor's surgery or the hospital for treatment.

Welfare and Advice/Counselling Services
Where appropriate, arrangements can be made for students to obtain help or guidance from various outside agencies if they feel support is necessary.

Personal Tutor
The Personal tutor has a crucial role in the management of the student experience. They are first personal contact when a student encounters problem or needs support. Students are met at the beginning of the course and thereafter, are offered two formal opportunities to meet each semester.

Formative assessment

Formative assessment is an interim review of the work undertaken at key points during modules. It provides an indicative measure of the progress, allows the student to consider their work in relation to that of their peers, allows them to agree with staff of any adjustments they need to make to satisfy course requirements, and is designed to help them improve their performance. It does not contribute to the final module mark.

Formative assessment can be formal and structured, for example, timed essays or mock exams or it can be informal and spontaneous for example classroom questioning and feedback.

A key premise is that for students to be able to improve, they must have the capacity to monitor the quality of their own work during actual production. This in turn requires:

- that students possess an appreciation of what high quality work is,
- that they have the evaluative skill necessary for them to compare with some objectivity the quality of what they are producing in relation to the higher standard and ends here where's the rest
- that they develop a store of tactics or moves which can be drawn upon to modify their own work

Summative assessment

Summative assessment is that carried out at the end of a module. It provides an evaluation of their progress during the module, generates a module mark, and confirms the conditions for referral and retake.

Summative assessments include examinations and coursework appropriate to the achievement of intended learning outcomes. They are assessments that make a direct contribution to the unit and stage marks of the student.

Computer Labs

There are 30 work stations within two computer labs at the College, one is in the library area on the ground floor and the other one on the first floor in a designated computer lab room. Other computer stations can be found in the design studios. All computers are installed with the relevant word processing, accounting and design software relevant to any course and students have free and unlimited Internet and Wi-Fi access.

- Ονομαστικός κατάλογος εκπαιδευτικού προσωπικού και βιογραφικά τόσο του Alexander College όσο και του Canterbury Christ Church University. Στο ΠΑΡΑΡΤΗΜΑ 3 είναι τα βιογραφικά των εκπαιδευτικών του Alexander College και στο ΠΑΡΑΡΤΗΜΑ 4 των εκπαιδευτικών του Canterbury Christ Church University.

Είμαστε στην διάθεση σας για διευκρινήσεις.

Με εκτίμηση,

Άντης Λόππας

Διευθυντής