



Vive tum somnium!

The President and members of the
Cyprus Agency of Quality Assurance and Accreditation in
Higher Education (DIPAE)

6.2.2019

Dear President and dear members of 'DIPAE'

We have received the Report dated 19.11.2018 of the External Evaluation Committee (EEC)
that has evaluated the program

ΕΦΑΡΜΟΣΜΕΝΗ ΨΗΦΙΑΚΗ ΛΟΓΙΣΤΙΚΗ
(APPLIED DIGITAL ACCOUNTING
DIPLOMA)

We are pleased that the EEC mentions that:

'We appreciate the effort of the City Unity College in offering the program'

We have also very seriously taken into consideration their remarks and suggestions and
would like to inform you that we have taken the following actions, that we feel can further
support the delivery of the above mentioned program:

1. Program content

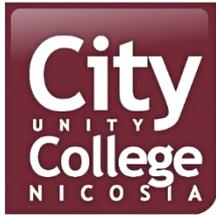
Having taken into consideration the EEC's suggestions and comments we have
revised the program's structure and have reduced the digital courses and the digital
courses in labs are now 36 hours instead of 195 complying with the EEC suggestion
and have also added new academic courses, including Auditing in line with the EEC
comments.

The new structure and the additional syllabi for the new courses, is appearing in
Appendix 1.

2. Teaching material

As far as the EEC's comment on textbooks is concerned we clarify that all courses
require specific textbooks, that appear in the syllabi. The Lecturers follow the
structure and material of the textbook and complement it with notes and exercises
that they upload on the intranet platform.

The students are urged to acquire the textbooks in addition to any notes and
supplementary material.



Vive tum somnium!

3. Faculty

With the purpose of enriching the specialized faculty needed to support the program we have secured that two PhD holders in Accounting and Finance, who are at the same time experienced academics, will work with us as soon as the program is accredited. Their CVs and the letters of intention for cooperation are attached in **Appendix 2**.

Furthermore, in addition to the Special Teaching Personnel who are ACCA holders, who have extensive experience in Auditing firms which already use the relevant software, we have enriched the faculty with the addition of the a.m. Ph.D. holders.

4. Teaching load

The EEC has commented on the teaching load of some of the faculty members. It is clarified in this respect that the lecturing load is not more than 15 hours per week and that this load is gradually reduced according to the rank, research involvement or other duties of the members. (Please refer to the Faculty Handbook – **Appendix 3**)

5. Involvement in research

Although our Institution is a young one and has strategically decided to devote the first years of its operation in lecturing, most of the faculty members are already involved in research activities as well. In **Appendix 4** we list their names and the topics on which they are currently researching.

6. Methods of assessment – learning outcomes

All assessment material aims in not only testing the material covered, but also the necessity on behalf of the students to demonstrate critical thinking in line with the learning outcomes. Depending on the module a variety of assessment methods is used, including case studies, presentations, group assignments, midterm and final exams, as well as visits at selected industry sites.

The percentage allocated to each of these assessment methods is decided by the Lecturers in line with the outcomes aimed.

Appendix 5 indicates the staff module review summary where faculty members are required to assess and suggest any modifications to the curricula and/or teaching methods and/or assessment methods in line with the learning outcomes.

7. Assessment of administrative staff

The administrative staff is being evaluated by the students every semester together with the evaluation of their lecturers, programs of study, facilities and other key parameters. A sample of the evaluation form is attached as **Appendix 6**.



Vive tum somnium!

8. Remuneration

As far as the comment of the EEC on ‘salary payment being below standards’ we state that the staff is paid salaries in line to what the market pays in private Colleges. In addition, several staff members receive substantial reductions on the tuition fees of programs of study (MBA and /or LL.M.) that many of them follow, therefore their remuneration must be seen as a package and not separately from these benefits. In **Appendix 7** we list the staff members and the degrees for which they have been given the opportunity to follow, at drastically reduced fees and/or without fees.

9. Academic mentoring

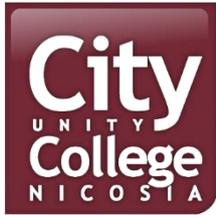
The EECs understanding that academic mentoring is unsatisfactory is not accurate as all junior staff members are mentored on a regular basis by senior members. We regret that this has not been identified by the Committee. In **Appendix 8** we list the mentors and the staff members mentored by them.

10. Problematic students

Our College has right from the beginning of its establishment set up mechanisms for dealing with students that need special attention. Such mechanisms include, inter alia, the policy of Academic Advisor, the use of the services of an experienced Psychologist, as well as the method of round table discussions, in which problematic students benefit through consultation with their lecturers at the presence of the Provost and / or Academic Director as well as the Students Affairs Director, as the need and case requires. These mechanisms are in detail described in our Handbooks, such as the Students Handbook and Orientation Handbook that are distributed to the students during the orientation session (we attach the said Handbooks as **Appendix 9**).

11. Teaching Methodology

The EEC has indicated in box 1.2.2 that the methodology of each course is, in terms of offered to adults, poor. We feel this comment is highly inaccurate. We strongly disagree as in all our accredited programs, as well as in offering the Cardiff Bachelors and Master level programs, we follow internationally accepted methodologies and therefore we assume that this comment is not reflecting the reality. The City Unity programs, as you know, have been evaluated by EECs appointed by your Body and the ones of Cardiff Metropolitan are yearly reviewed and evaluated by the QAA of England and Wales, as well as the Internal quality assurance committees and institutions of the Cardiff Metropolitan, therefore this comment is definitely not reflecting the methodology we follow, which is specifically addressed to adults, as the majority of our students are adults.



Vive tum somnium!

Additionally, all the previous EECs that have evaluated our 6 programs that have been eventually accredited, have not had this impression, on the contrary they have very positively assessed this indication.

The learning outcomes and academic levels are measured based on the course outline that is prepared by the Lecturers, checked by the Programme Coordinator and approved by the Academic Director

The same procedure is applied in choosing the educational material, including books, notes, case studies etc ensuring the achievement of the required level.

12. Quality assurance at the Program level

In accord with the Quality assurance handbook, attached in **Appendix 10**, the responsibility lies with the Academic Committee which reviews module level data, in the form of students' evaluations, peer evaluations and faculty self-evaluations and assesses the overall quality of the Program.

13. Library

We regret that our Librarian was absent on the day of the EEC visit.

Although the library contains books that are accounting related we also attach a list of new books that have been ordered specifically related to the program of Applied Digital Accounting (**Appendix 11**) as well as a list of the Accounting and Finance textbooks (**Appendix 11a**)

14. Career center

It is clarified that the College, through its Careers center, assists students to find occupations during their studies and for example B.A. in Hospitality students are employed during the summer at selected hotels and other related businesses.

Additionally, graduating students are assisted in securing a job through regular announcements emailed to them, as well as personal meetings. (See as a sample the link in **Appendix 12**)

We do hope dear President and members of 'DIPAE' that the above clarifications are addressing the concerns of the EEC that has evaluated this program and we look forward in receiving your decision.

The Provost, Prof Constantinos Charalambous



Vive tum somnium!

Appendices

Appendix 1: Program structure and syllabi

Appendix 2: CVs of additional faculty to be employed and Letters of intention for cooperation

Appendix 3: Faculty Handbook

Appendix 4: Research activities of faculty members

Appendix 5: Staff module review summary

Appendix 6: Evaluation of administrative staff – evaluation form

Appendix 7: Personal development

Appendix 8: Staff members mentoring

Appendix 9: Student Handbook and Orientation

Appendix 10: Quality assurance handbook

Appendix 11: List of books to support the program (invoice attached)

Appendix 11a: Accounting and Finance textbooks currently in our Library

Appendix 12: Career announcements link