



**Institution's reply to the Agency of Quality Assurance and Accreditation in Higher Education for the report made by the External Evaluation Committee concerning the programme of study "Legal Assistant", 2 years / 120 ECTS, Diploma, plus an optional foundation year.**

**June 18<sup>th</sup> 2018**

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The Administration of Ctl Eurocollege would like to express its gratitude to the Agency of Quality Assurance and Accreditation in Higher Education as well as to the External Evaluation Committee for the comments made in the external evaluation report regarding the programme of study **“Legal Assistant”, 2 years / 120 ECTS, Diploma, plus an optional foundation year.** The Internal Quality Assurance Committee of the Institution taking into account the comments and suggestions of the External Evaluation Committee has taken the necessary measures and actions which are outlined in the following pages.

### **Comment of the Committee**

The Committee is of the opinion that the application could have been better structured and thought through, for example by compiling all information into a single document. However, the application contained all the relevant information on the basis of which the Committee could form a sound opinion. The Committee was further assisted in its work by the participation of the vast majority of teaching and administrative staff, as well as current students on other courses. The discussions were fruitful and constructive.

### **Reply from the Institution**

The comment has been noted and the College has taken action to rectify this. Please note that the Committee is referring to the digital form of the Document 200.1 which was sent to the Agency of Quality Assurance and Accreditation in Higher Education, on December 28<sup>th</sup>, 2017 and was later passed on to the Committee. Due to technical reasons, the document could not be scanned as a whole and was therefore split into sections. However, the print out form of the same document was handed to the Committee on the day of their visit to our College as a whole document. Any inconvenience will be avoided in future applications of accreditation of programmes as the Document 200.1 will be sent as a whole.

### **FINDINGS:**

## **1. EFFECTIVENESS OF TEACHING WORK – AVAILABLE RESOURCES**

### **Organization of Teaching Work**

#### **Comment of the Committee**

The Committee feels that the proposed program of study is well supported by existing full time and part time personnel with the exception of the legal modules, which under our proposal would require additional staff.

#### **Reply from the Institution**

The comment has been noted and the College has taken action to rectify this. Mr. Giorgos Mavrogiannis an Advocate- Legal Consultant, holder of LLM in Human Rights & Civil Liberties and LLB and Ms. Georgia Christofidou, a Laywer holder of LLM in Maritime Law and Shipping Business and LLB have been included in the Faculty staff. Please refer to **ANNEX A Revised Faculty Staff** and **ANNEX D Pre-Agreements**.

## **2. PROGRAM OF STUDY AND HIGHER EDUCATION QUALIFICATIONS**

### **Purpose and Objectives and learning outcomes of the Program of Study**

#### **Comment of the Committee**

The Committee reviewed the purpose and objectives as well as the learning outcomes of the proposed Programme of Study as outlined in the Application and discussed them during the on-site visit. The Committee feels that these are not appropriate.

### **Reply from the Institution**

The comment has been noted and we would like to point out that the purpose and objectives, of this programme have been designed to produce graduates, equipped with the necessary skills to become the Lawyer's right hand from the beginning of their employment career.

The purpose and objectives are presented below:

"The purpose of this Programme of Study is to produce graduates with valuable legal knowledge to become effective and qualified Legal Assistants by teaching them the responsibilities and job requirements of this position.

Students will be provided with many necessary and useful tools, most needed and appreciated in the profession, such as fluency in English (both written and verbal), excellent typing capabilities, computer literacy, excellent organizational and time management skills, as well as strong communication abilities.

On completion of the Programme Students will be able to use and explain legal terminology, write legal documents, complete legal forms, and prepare professional correspondence with the required speed and accuracy.

Students will learn how to perform certain job connected tasks, as well as understand the reason why they are used. Furthermore, they will learn the principles of law behind each task, and understand the connection, so that they will have better opportunities for further career advancement".

The learning outcomes were modified after the submission of the Document 200.1 to the Agency of Quality Assurance and Accreditation in Higher Education on December 28<sup>th</sup> 2017. The modified document was handed to the Committee and the Education Officer of the Agency of Quality Assurance and Accreditation in Higher Education during their visit on May 11<sup>th</sup> 2018.

The modified learning outcomes are presented below:

On completion of this programme students will be able to:

- Organize law office procedures by archiving files, monitoring calendars, meeting deadlines, documenting actions.
- Write letters and other legal documents with accuracy and speed.
- Assist in legal research.
- Assist in case preparation by arranging case summaries and materials for conferences, preparing pleadings and organizing materials for team case review.
- Explain different laws and legal terms.

As suggested by the Committee, the syllabi of the law subjects and their content as well as the structure of the programme have been amended to provide students with the necessary fundamental legal knowledge to become successful legal assistants and highly qualified professionals. Please refer to **Annex B Revised Syllabi** and **Annex C.2 Revised Structure of the programme**.

### **Comment of the Committee**

The objective of this Programme to train English speaking legal assistants for the Cyprus law firm market is misguided. Although English should remain a strong component of the Programme, the Programme should only be open to fluent Greek speakers. Fluency in Greek is important if the trained legal assistant is to file forms and more generally is integrated in a Cyprus law firm. For instance, this is because all forms filed with public authorities in Cyprus have to be submitted in Greek. It would be very difficult for a legal assistant unfamiliar with the Greek legal terminology to fill in forms appropriately, even if they were fluent in Greek. Instruction in Greek legal terminology should therefore also be a requirement of the Programme.

### **Reply from the Institution**

The comment has been noted and the College has taken action to rectify this. The target market for this programme has been specified as the local market. The Free Electives Optional subjects from Table C, Modern Greek I and Modern Greek II have been taken out and “Cypriot Studies” has been introduced as a new subject. Please refer to **Annex C.2 Revised Structure of the programme**.

We would like to point out that all forms submitted in the Cyprus Courts must be in Greek and all forms submitted in any other public authorities can be either in Greek or English. Cyprus nowadays is a multicultural country and through the market enquiries which we conducted we came to the conclusion that the majority of Law firms are dealing with a big number of foreign clients and offshore companies. Therefore, English language is an essential requirement for the Legal Assistant.

Taking into account the comment of the Committee regarding the Greek legal terminology, the syllabi of the law subjects have been revised and Greek legal terminology has been now included in their content. Please refer to **Annex B Revised syllabi**.

### **Comment of the Committee**

The Committee considers it necessary to restructure the proposed programme of study with regard to the law modules. The Programme as it stands does not cater for the needs of a legal assistant education, but is more pitched at law student level. The Committee therefore recommends a major restructuring of the proposed programme to reflect the job description of a legal assistant. The competences and skills needed in Cyprus law firms are not matched by the skills reflected in this proposal. This process requires significant work on the part of those involved in the program and prospective students would gain very little from this course without the proposed restructuring.

### **Reply from the Institution**

The comment has been noted and the College has taken action to rectify this. The structure of the programme and the syllabi of the law subjects have been revised so that they are specific to

the topics taught, match the level expected of this programme and fulfill the purpose of this programme which is to relieve lawyers from their administrative responsibilities.

Please note that the completion of legal forms was originally included in the content of the law syllabi but the specific names of the legal forms were not indicated. In order to make this clear and obvious the names of the legal forms and their unique code number is now indicated in the content of the syllabi of the law subjects.

The subjects Legal Principles I and Legal Principles II have been introduced into the programme replacing the subjects Introduction to Law & Paralegal studies, Courts of Justice Law I and Courts of Justice Law II.

The content of the subject Fundamentals of Land Law has been included in the content of the subject Fundamentals of Corporate Law.

The subject Fundamentals of the Law of Succession has been categorized as a compulsory subject.

The subject Fundamentals of the Law of Mental Patients has been introduced into the Table B Core Requirements Optional subjects to provide the necessary skills for the completion of legal documents concerning the Administration of Estate and Maintenance of Mental Patients.

The subject Jurisdiction of the Supreme Court of Cyprus has been categorized as optional and included in the Table B Core Requirements Optional subjects.

The subjects Legal Writing I and Legal Writing II have been introduced into the programme replacing the subject Legal Writing & Research to offer a stronger practical aspect in order to comply with the responsibilities of a legal assistant in the Cyprus legal market. Please refer to **Annex B Revised Syllabi** and **Annex C.2 Revised Structure of the programme**.

## **Structure and Content of the Program of studies**

### **Comment of the Committee**

The Committee strongly feels that the content of the law modules and some of the proposed skills courses, such as English Shorthand, are not appropriate. Other courses were not specifically designed for a legal setting, such as Public Relations and Cultural Geography. The choice of electives was therefore not always suitable for the proposed program of study.

### **Reply from the Institution**

The comment has been noted and we would like to point out that the subject English Shorthand was never included in the programme. Please refer to the Document 200.1 sent to the Cyprus Agency of Quality Assurance and Accreditation in Higher Education on December 28<sup>th</sup> 2017. Also please refer to **Annex C.1 Original Structure of the programme**.

As regards the subject Public Relations course included in Table A General Education Optional subjects, teaches students the significance of Public Relations and how to deal with law office clients, behave as high standard professionals and gain excellent communication skills.

As for the subject Cultural Geography which is included in Table C Free Electives, students are given the opportunity to study different cultures, understand and appreciate cultural diversity. Living and working in a multicultural country this subject facilitates students to recognize and respect the cultural diversity.

The General Education Optional subjects provide students with the broad spectrum of knowledge required to work in a law office.

The Free Elective subjects provide students with the opportunity to further their knowledge of English, and also learn the Spanish language in order to participate in the Erasmus+ programme since we are collaborating with Spanish Universities at the moment. The subject Cypriot Studies has also been introduced to the programme in order to give our students a good grounding on social, economic, political and cultural history of Cyprus.

### **Comment of the Committee**

It would be beneficial for students to experience teaching of a stronger practical component to really be able to alleviate lawyers of their administrative responsibilities. The legal teaching staff would need to design new material to support the students in learning more practical skills.

### **Reply from the Institution**

The comment has been noted and the College has taken action to rectify this. We would like to point out that the programme has been designed to produce qualified professionals with the following skills:

- Technology skills
- Writing skills
- Organisational skills
- Communication skills
- Transcription skills
- Familiarity with Legal Documents and Terminology
- Research Skills
- Multi-tasking skills

The Core subjects provide on the one hand the secretarial skills required for this position and on the other hand the required basic legal knowledge to be able to understand fundamental legal issues.

This programme provides the basic and fundamental legal knowledge that an assistant in a law office is required to possess in order to be the Lawyer's right hand.

Please note that the completion of legal forms was originally included in the content of the law syllabi but the specific names of the legal forms were not indicated. In order to make this clear and obvious the names of the legal forms and their unique code number is now indicated in the content of the syllabi of the law subjects.

Further to this, the subjects Legal Writing I and Legal Writing II have been introduced into the programme replacing the subject Legal Writing & Research to offer a stronger practical aspect in order to comply with the responsibilities of a legal assistant in the Cyprus legal market. Please refer to **Annex B Revised Syllabi** and **Annex C.2 Revised Structure of the programme**.

#### **Comment of the Committee**

The programme of study does not compare to other courses offered elsewhere in Cyprus as it is higher pitched at office manager/paralegal level and it does not compare to ILEX (UK) as it has a much stronger law component. It is comparable to other UK and US diplomas, but does not incorporate the strong practical aspects taught in other similar programmes.

#### **Reply from the Institution**

The comment has been noted and we would like to point out that after enquiring among law firms and looking into what other Institutions are offering at the moment, we have concluded that there is a need for professionals with more advanced law knowledge and qualifications than those of a legal secretary/assistant as offered currently by other Institutions in Cyprus.

Therefore this programme of study does not compare to other programmes offered elsewhere in Cyprus since it is a unique programme aiming at producing highly qualified professionals, who can act as the Lawyer's right hand from the beginning of their employment. Graduates will be able to cope with the high standards of expertise required for this profession.

The structure of the programme and the syllabi of the law subjects have been revised to match the level of this 2-year Diploma and to be compared with the level of the Chartered Institute of Legal Executives (CILEX) which was previously known as ILEX. **Please refer to Annex B Revised Syllabi and Annex C.2 Revised Structure of the programme.**

#### **Comment of the Committee**

The courses are pitched at a high level of legal training, which is not required for the profession of legal assistant. The content and course objectives should be substantially revised to reflect the actual responsibilities of a legal assistant. Such as

- office management and software
- filing
- case management



- registrar responsibilities
- General Data Protection Regulation training
- a general understanding of the Cypriot legal system
- basic understanding of specific areas of law and the legal system where the assistant operates, including specific legal procedures, such as wills, conveyancing, power of attorney, divorce, etc. and the required forms to be filled in and deadlines to be met.

### **Reply from the Institution**

The comment has been noted and the College has taken action to rectify this. The content of the law syllabi have been revised so that they are specific to the topics taught and match the level expected of the programme. In addition, the College recognizes the need for greater hands – on experience and therefore stronger practical aspects are now applicable in the content of the law subjects. Please refer to **Annex B Revised Syllabi** and **Annex C.2 Revised Structure of the programme**.

Further to this please note the following, on the points stressed out by the Committee:

#### **- Office management and software**

These were included in the following syllabi as already provided to the Committee:

In the **Law Office Procedures I** syllabus students learn what a law office is and its functions, they learn the responsibilities and the job requirements of a Legal Assistant, they learn records management and its principles and finally they learn how to prioritize office tasks and how to manage time and stress.

In **Law Office Procedures II** syllabus students learn how to maintain office and court calendars, how to write letters, make travel arrangements, write minutes, organize meetings, learn the different kinds of mail and the importance of proofreading. In the last 3 weeks of lessons students learn how to use Zygos software. This is a Legal management software specializing on legal requirements. This software is used in the majority of law offices in Cyprus. This software was presented during the Committee's visit to the College by a Visiting Professional who is offering this training to the students.

In **Office Ethics and Behaviour** syllabus students develop their interpersonal and communication skills and learn how to behave in a law office and in general.

#### **- filing**

This was included in the **Law Office Procedures I** syllabus as already provided to the Committee where students learn records management and its principles.

- **case management**

This has been introduced into the Law Office Procedures I syllabus.

Please note that students also learn the management of a case through Zygos software.

- **registrar responsibilities**

The procedures that a Legal Assistant should follow with the Registrar Office have been introduced into the law syllabi.

- **General Data Protection Regulation training** –

This has been introduced in the Law Office Procedures II syllabus.

- **a general understanding of the Cypriot legal system**

This was included in the following syllabi as already provided to the Committee:

**Introduction to Law & Paralegal studies** where students are introduced to the Cyprus Legal System. This subject has been modified and included in Legal Principles I.

**Courts of Justice Law I** where students learn the different types of District Courts of Cyprus and the procedures followed. This subject has been modified and included in Legal Principles I.

**Courts of Justice Law II** where students learn the Special Courts of Cyprus. This subject has been modified and renamed as Legal Principles II.

**Jurisdiction of the Supreme Court of Cyprus** where students are introduced to the Jurisdiction of the Supreme Court of Cyprus. This subject has been categorized as optional subject and included in Table B Core Requirements Optional subjects.

- **basic understanding of specific areas of law and the legal system where the assistant operates, including specific legal procedures, such as wills, conveyancing, power of attorney, divorce, etc. and the required forms to be filled in and deadlines to be met.**

The majority of these topics were already included in the following syllabi as provided to the Committee. Any topics that were not included in the syllabi have been introduced into the law syllabi.

**Introduction to Law & Paralegal studies** where students are introduced to the Cyprus Legal System and the role of a Lawyer. This subject has been modified and included in Legal

Principles I.

**Law Office Procedures II** where students learn how to maintain office and court calendars, how to write letters, make travel arrangements, write minutes, organize meetings, learn the different kinds of mail and the importance of proofreading. In the last 3 weeks of lessons students learn how to use Zygos software. This is a Legal management software specializing on legal requirements. This software is used in the majority of law offices in Cyprus. This software was presented during the Committee's visit to the College by a Visiting Professional who is offering this training to the students.

**Courts of Justice Law I** where students learn the different types of District Courts of Cyprus and the procedures followed. This subject has been modified and included in Legal Principles I.

**Courts of Justice Law II** where students learn the Special Courts of Cyprus the different types of Family Courts and are introduced into the Family Law which includes divorce and parenthood. This subject has been modified and renamed as Legal Principles II.

**Legal Writing & Research** where students learn how to complete different kinds of court documents. This subject has been modified to a one year course and it is renamed as Legal Writing I and Legal Writing II. These subjects provide to students the practical knowledge on completion of legal documents and the procedures followed.

**Fundamentals of the Law of Succession** where students learn what the Succession Law is, nature, characteristics, types and content of wills, general principles of wills and the procedures followed. This subject has been categorized as a compulsory subject.

The subject **Fundamentals of the Law of Mental Patients** has been introduced into the Table B Core Requirements Optional subjects to provide the necessary skills for the completion of legal documents concerning the Administration of Estate and Maintenance of Mental Patients.

**The Law of Contract** has been revised and includes topics such as power of attorney and conveyancing.

#### **Comment of the Committee**

There should be instruction on terminology both in Greek and in English.

#### **Reply from the Institution**

The comment has been noted and the College has taken action to rectify this. Greek terminology has been introduced into the law syllabi. Please refer to **Annex B Revised Syllabi**.

#### **Comment of the Committee**

We strongly recommend that there should be a one-year-long module on basic legal principles and a one-year-long module on form filling and procedures.

### **Reply from the Institution**

The comment has been noted and the College has taken action to rectify this.

The subjects Legal Principles I and Legal Principles II have been introduced into the programme replacing the subjects Introduction to Law & Paralegal studies, Courts of Justice Law I and Courts of Justice Law II.

The subjects Legal Writing I and Legal Writing II have been introduced into the programme replacing the subject Legal Writing & Research to offer a stronger practical aspect in order to comply with the responsibilities of a legal assistant in the Cyprus legal market. Please refer to **Annex B Revised Syllabi** and **Annex C.2 Revised Structure of the programme**.

### **Comment of the Committee**

The content and teaching materials are not appropriate, while assessment and equipment are well adjusted.

The materials are pitched at the wrong level of study. They would be appropriate to law students, but not legal assistants. Where more basic legal literature does not exist for Cyprus Law, they should be written in handbook form and included into the syllabus in advance of offering the course by the teaching staff.

### **Reply from the Institution**

The comment has been noted and the College has taken action to rectify this. We would like to point out that since basic legal literature on Cyprus law is limited, we have introduced the simplest bibliography based on UK law as Cypriot law is firmly grounded on UK law. Please also refer to Document 300.1 page 25, 4.2 Infrastructure/Support, Indicator 4.2.1- "There are suitable books and reputable journals supporting the program" where the Committee's score is 5.

In addition, any relevant bibliography that exists on the Cyprus Law has been now introduced into the syllabi. In the cases where no bibliography exists, the lecturers are required to prepare handbooks. Please refer to **Annex B Revised Syllabi**.

### **Quality Assurance of the Program of studies**

#### **Comment of the Committee**

The only remark that needs to be made here is that there is a failure of the college to understand the importance of a Greek language requirement and instruction in Greek legal terminology in the Programme. The Programme, if it is to cater for the Cypriot legal market, cannot be undertaken in English alone and it is unrealistic to expect that an international student would in any way benefit from such a Programme.

#### **Reply from the Institution**

The comment has been noted and the College has taken action to rectify this. The programme

is targeted at the local market and Greek terminology has been introduced to the law syllabi. Please refer to **Annex B Revised Syllabi**.

### **Connection with the labour market and the society**

#### **Comment of the Committee**

The quality, management and connection with the local labour market and society can only be deemed to be appropriate if it is only open to students with competence in Greek. The committee cannot comment on the international dimension of the programme.

#### **Reply from the Institution**

The comment has been noted and the College has taken action to rectify this. The target market of this programme has been specified as the local market and includes students with competence in Greek.

### **CONCLUSIONS AND SUGGESTIONS OF THE EXTERNAL EVALUATION COMMITTEE<sup>1</sup>**

#### **Comment of the Committee**

On the basis of the documentation provided in advance of and during the visit, as well as the discussions with staff and students during the on-site visit, the Committee holds the view that the proposed Legal Assistant Diploma is not well designed, lacks clear and coherent aims and learning outcomes on the basis of the content of the proposed modules. However, it is delivered by qualified, committed and enthusiastic academic colleagues.

We are satisfied that the new programme could well be integrated in the College's strategic development plans, and could improve, with major restructuring of the proposed modules.

We note here a number of areas where the program requires significant amendments:

#### **Comment of the Committee**

The Committee feels that the purpose and content of the programme are not appropriate for the proposed professional qualification of a legal assistant in the Cyprus legal market.

#### **Reply from the Institution**

The comment has been noted and we would like to point out that as stated in Document 200.1 which was sent to the Agency of Quality Assurance and Accreditation in Higher Education, on December 28<sup>th</sup>, 2017:

“The purpose of this Programme of Study is to produce graduates with valuable legal knowledge to become effective and qualified Legal Assistants by teaching them the responsibilities and job requirements of this position.

Students will be provided with many necessary and useful tools, most needed and appreciated in the profession, such as fluency in English (both written and verbal), excellent typing

capabilities, computer literacy, excellent organizational and time management skills, as well as strong communication abilities.

On completion of the Programme Students will be able to use and explain legal terminology, write legal documents, complete legal forms, and prepare professional correspondence with the required speed and accuracy.

Students will learn how to perform certain job connected tasks, as well as understand the reason why they are used. Furthermore, they will learn the principles of law behind each task, and understand the connection, so that they will have better opportunities for further career advancement”.

We strongly believe that the purpose of the programme is appropriate for the proposed professional qualification of a legal assistant in the Cyprus legal market.

The structure of the programme and the syllabi of the law subjects have been revised so that they are specific to the topics taught, match the level expected of this programme and fulfill the purpose of this programme which is to relieve lawyers from their administrative responsibilities. Please refer to **Annex B Revised Syllabi** and **Annex C.2 Revised Structure of the programme**.

#### **Comment of the Committee**

Although English should remain a strong component of the Programme, the Programme should only be open to fluent Greek speakers.

#### **Reply from the Institution**

The comment has been noted and the College has taken action to rectify this. The target market of this programme has been specified as the local market and includes students with competence in Greek.

#### **Comment of the Committee**

The Committee therefore recommends a major restructuring of the proposed programme to reflect the job description of a legal assistant.

#### **Reply from the Institution**

The comment has been noted and the College has taken action to rectify this. The structure and the law syllabi have been modified to reflect the job description of a Legal Assistant in the Cyprus legal market.

Please note that the completion of legal forms was originally included in the content of the law syllabi but the specific names of the legal forms were not indicated. In order to make this clear and obvious the names of the legal forms and their unique code number is now indicated in the content of the syllabi of the law subjects.

The subjects Legal Principles I and Legal Principles II have been introduced into the programme replacing the subjects Introduction to Law & Paralegal studies, Courts of Justice Law I and Courts of Justice Law II.

The content of the subject Fundamentals of Land Law has been included in the content of the subject Fundamentals of Corporate Law.

The subject Fundamentals of the Law of Succession has been categorized as a compulsory subject.

The subject Fundamentals of the Law of Mental Patients has been introduced into the Table B Core Requirements Optional subjects to provide the necessary skills for the completion of legal documents concerning the Administration of Estate and Maintenance of Mental Patients.

The subject Jurisdiction of the Supreme Court of Cyprus has been categorized as optional and included in the Table B Core Requirements Optional subjects.

The subjects Legal Writing I and Legal Writing II have been introduced into the programme replacing the subject Legal Writing & Research to offer a stronger practical aspect in order to comply with the responsibilities of a legal assistant in the Cyprus legal market. Please refer to **Annex B Revised Syllabi** and **Annex C.2 Revised Structure of the programme**

#### **Comment of the Committee**

The Committee recommends that the content of the law modules and some of the proposed skills courses, such as English Shorthand, be amended.

#### **Reply from the Institution**

The comment has been noted and we would like to point out that the subject English Shorthand was never included in the programme. Please refer to the Document 200.1 sent to the Cyprus Agency of Quality Assurance and Accreditation in Higher Education on December 28<sup>th</sup> 2017. Also please refer to **Annex C.1 Original Structure of the programme**.

#### **Comment of the Committee**

The Committee recommends a stronger practical component to match the job description of legal assistant in the Cyprus law market.

#### **Reply from the Institution**

The comment has been noted and the College has taken action to rectify this. The law syllabi have been revised to offer a stronger practical component to the programme to match the job description of a legal assistant in the Cyprus law market.

Please note that the completion of legal forms was originally included in the content of the law syllabi but the specific names of the legal forms were not indicated. In order to make this clear

and obvious the names of the legal forms and their unique code number is now indicated in the content of the syllabi of the law subjects.

Further to this, the subjects Legal Writing I and Legal Writing II have been introduced into the programme replacing the subject Legal Writing & Research to offer a stronger practical aspect to the programme.

In the subject Legal Writing I, students are equipped with the necessary skills to complete and submit legal forms and pleadings to the Registrar.

In the subject Legal Writing II, students are equipped with the necessary skills to complete and submit legal forms and pleadings to the Registrar and other public authorities.

Please refer to **Annex B Revised Syllabi** and **Annex C.2 Revised Structure of the programme**.

#### **Comment of the Committee**

Responsibilities that should be catered for in the proposed training include

- a) office management and software
- b) filing
- c) case management
- d) registrar responsibilities
- e) General Data Protection Regulation training
- f) a general understanding of the Cypriot legal system
- g) basic understanding of specific areas of law and the legal system where the assistant operates, including specific legal procedures, such as wills, conveyancing, power of attorney, divorce, etc. and the required forms to be filled in and deadlines to be met.

#### **Reply from the Institution**

The comment has been noted and the College has taken action to rectify this. **Please refer to pages 8-11 of this document.**

#### **Comment of the Committee**

There should be instruction on terminology both in Greek and in English.

#### **Reply from the Institution**

The comment has been noted and the College has taken action to rectify this. Greek terminology has been introduced to the law syllabi. Please refer to **Annex B Revised Syllabi**.



### **Comment of the Committee**

There should be a one-year-long module on basic legal principles and a one-year-long module on form filling and procedures.

### **Reply from the Institution**

The subjects Legal Principles I and Legal Principles II have been introduced into the programme replacing the subjects Introduction to Law & Paralegal studies, Courts of Justice Law I and Courts of Justice Law II.

The subjects Legal Writing I and Legal Writing II have been introduced into the programme replacing the subject Legal Writing & Research to offer a stronger practical aspect in order to comply with the responsibilities of a legal assistant in the Cyprus legal market. Please refer to **Annex B Revised Syllabi** and **Annex C.2 Revised Structure of the programme**.

### **Comment of the Committee**

The material for the courses focusing on legal education should be revised and if appropriate produced from scratch in handbook form by the teaching staff.

### **Reply from the Institution**

The comment has been noted and the College has taken action to rectify this. We would like to point out that since basic legal literature on Cyprus Law is limited, we have introduced the simplest bibliography based on UK law as Cypriot law is firmly grounded on UK law. Please refer to Document 300.1 page 25, 4.2 Infrastructure/Support, Indicator 4.2.1 "There are suitable books and reputable journals supporting the program" where the Committee's score is 5.

In addition, any relevant bibliography that exists on the Cyprus Law has been now introduced to the programme. In the cases where no bibliography exists the lecturers are required to prepare handbooks. Please refer to **Annex B Revised Syllabi**.

## **Document 300.1 Quality Standards and Indicators**

### **1. EFFECTIVENESS OF TEACHING WORK – AVAILABLE RESOURCES**

#### **1.1 Organisation of teaching work**

**Additional comment of the Committee on indicator 1.1.1** - The programme should only be open to Greek speakers as it is exclusively aimed at the Cyprus legal market.

### **Reply from the Institution**

The comment has been noted and the College has taken action to rectify this. The target market of this programme has been specified as the local market and includes students with competence in Greek.

## **1.2 Teaching**

### **Comment of the Committee**

**Indicator 1.2.7 as in Document 300.1** – Teaching materials (books, manuals, journals, databases, and teaching notes) meet the requirements set by the methodology of the program's individual courses, and are updated regularly. Score 1

**Additional comment of the Committee on indicator 1.2.7** - The materials are pitched at the wrong level of study. They would be appropriate to law students, but not to legal assistants. Where more basic materials do not exist for the law courses, they should be drafted in advance of offering the course by teaching staff.

### **Reply from the Institution**

The comment has been noted and the College has taken action to rectify this. We would like to point out that since basic legal literature on Cyprus Law is limited, we have introduced the simplest bibliography based on the UK law as the Cypriot law is firmly grounded on UK law.

Please refer to Document 300.1 page 25, 4.2 Infrastructure/Support, Indicator 4.2.1 "There are suitable books and reputable journals supporting the program" where the Committee's score is 5.

Please also note that all the required and further reading bibliography was included in our Library collection prior to the visit of the Committee.

Additionally, please also note that the College gives access to its students to the following EBSCO e-Databases:

1. Business Source Elite  
A Rich Full-Text Collection of Business Publications
2. Regional Business News
3. Computers & Applied Sciences Complete  
An Important Resource Focused on the Research and Development Spectrum of Computing and Applied Sciences
4. GreenFILE, Library, Information Science & Technology Abstracts
5. OpenDissertations, European Views of the Americas:1493 to 1750
6. eBook Academic Collection (EBSCOhost)  
Offering more than 150,000 e-books

With the EBSCO e-Databases students have access to:

24,624 Full text Law books  
812,541 Full text Law articles

In addition, any relevant bibliography that exists on the Cyprus Law has been now introduced to the programme. In the cases where no bibliography exists the lecturers are required to prepare handbooks. Please refer to **Annex B Revised Syllabi**.

### **1.3. Teaching personnel**

#### **Comment of the Committee**

**Indicator 1.3.1 as in Document 300.1** – The number of full-time academic personnel, occupied exclusively at the institution, and their fields of expertise, adequately support the program of study. Score 2

**Additional comment of the Committee on indicator 1.3.1** - Although the part-time/full -time ratio of staff generally appears to be appropriate, there is only one part time lawyer on the teaching team who cannot be expected to teach all the legal components by herself. An increase of legally trained personnel is recommended.

#### **Reply from the Institution**

The comment has been noted and the College has taken action to rectify this. Mr. Giorgos Mavrogiannis an Advocate- Legal Consultant, holder of LLM in Human Rights & Civil Liberties and LLB and Ms. Georgia Christofidou holder of LLM in Maritime Law and Shipping Business and LLB have been included in the Faculty staff. Please refer to **ANNEX A Revised Faculty Staff** and **ANNEX D Pre-Agreements**.

#### **Comment of the Committee**

**Indicator 1.3.7 as in Document 300.1** – In the program of study, the ratio of the number of courses taught by full-time personnel, occupied exclusively at the institution, to the number of courses taught by part-time personnel, ensures the quality of the programme. Score 2

**Additional comment of the Committee on indicator 1.3.7** - s.a. ratio of legally trained personnel too low.

#### **Reply from the Institution**

The comment has been noted and the College has taken action to rectify this. **Please refer to the reply from the Institution to Indicator 1.3.1 above.**

## **2. PROGRAM OF STUDY AND HIGHER EDUCATION QUALIFICATIONS**

### **2.1 Purpose and Objectives and learning outcomes of the Program of Study**

#### **Comment of the Committee**

**Indicator 2.1.1 as in Document 300.1** – The purpose and objectives of the program of study are formulated in terms of expected learning outcomes and are consistent with the mission and strategy of the institution. Score 1

#### **Reply from the Institution**

The comment has been noted and we would like to point out that the purpose and objectives of this programme of study are formulated in terms of expected learning outcomes and are consistent with the mission and strategy of the College. As it is stated in the “**Mission Statement**” of the College:

Our mission is to empower Students to achieve their goals by providing access to high quality and affordable higher education. We help them achieve their learning goals and objectives through effective and efficient Programmes of Study and services. Please refer to our website [www.ctleuro.ac.cy](http://www.ctleuro.ac.cy) – About us.

Please note that the purpose and objectives of this programme of study, as stated in Document 200.1 is to produce graduates with valuable basic legal knowledge so that they become effective and qualified Legal Assistants.

**Additional comment of the Committee on indicator 2.1.1:** The courses are pitched at a high level of legal training, which is not required for the profession of legal assistant. The content and course objectives should be substantially revised to reflect the actual responsibilities of a legal assistant. Such as

- office management and software
- filing
- case management
- registrar responsibilities
- General Data Protection Regulation training
- a general understanding of the Cypriot legal system
- basic understanding of specific areas of law and the legal system where the assistant operates, including specific legal procedures, such as wills, conveyancing, power of attorney, divorce, etc. and the required forms to be filled in and deadlines to be met.

There should be instruction on terminology both in Greek and in English.

We strongly recommend that there should be a one-year-long module on basic legal principles and a one-year-long module on form filling and procedures.

### **Reply from the Institution**

The comment has been noted and the College has taken action to rectify this. **Please refer to pages 8-11 of this document.**

Further to this, please note that Greek terminology has been introduced to the law syllabi together with the English Terminology.

The subjects Legal Principles I and Legal Principles II have been introduced into the programme replacing the subjects Introduction to Law & Paralegal studies, Courts of Justice Law I and Courts of Justice Law II.

The subjects Legal Writing I and Legal Writing II have been introduced into the programme replacing the subject Legal Writing & Research to offer a stronger practical aspect in order to comply with the responsibilities of a legal assistant in the Cyprus legal market. **Please refer to Annex B Revised Syllabi and Annex C.2 Revised Structure of the programme.**

### **Comment of the Committee**

**Indicator 2.1.2 as in Document 300.1** – The purpose and objectives of the program and the learning outcomes are utilized as a guide for the design of the program of study. Score 1

### **Additional Comment of the Committee on indicator 2.1.2 - s.a.**

### **Reply from the Institution**

The comment has been noted and we would like to point out that the purpose and objectives, of this programme have been designed to produce graduates, equipped with the necessary skills to become the Lawyer's right hand from the beginning of their employment career.

The purpose and objectives are presented below:

“The purpose of this Programme of Study is to produce graduates with valuable legal knowledge to become effective and qualified Legal Assistants by teaching them the responsibilities and job requirements of this position.

Students will be provided with many necessary and useful tools, most needed and appreciated in the profession, such as fluency in English (both written and verbal), excellent typing capabilities, computer literacy, excellent organizational and time management skills, as well as strong communication abilities.

On completion of the Programme Students will be able to use and explain legal terminology, write legal documents, complete legal forms, and prepare professional correspondence with the required speed and accuracy.

Students will learn how to perform certain job connected tasks, as well as understand the reason why they are used. Furthermore, they will learn the principles of law behind each task, and understand the connection, so that they will have better opportunities for further career advancement”.

The learning outcomes were modified after the submission of the Document 200.1 to the Agency of Quality Assurance and Accreditation in Higher Education on December 28<sup>th</sup> 2017. The modified document was handed to the Committee and the Education Officer of the Agency of Quality Assurance and Accreditation in Higher Education during their visit on May 11<sup>th</sup> 2018.

The modified learning outcomes are presented below:

On completion of this programme students will be able to:

- Organize law office procedures by archiving files, monitoring calendars, meeting deadlines, documenting actions.
- Write letters and other legal documents with accuracy and speed.
- Assist in legal research.
- Assist in case preparation by arranging case summaries and materials for conferences, preparing pleadings and organizing materials for team case review.
- Explain different laws and legal terms.

We would like to emphasize that all the skills mentioned above were included in the Purpose, Learning Outcomes and Content of the syllabi as handed to the Committee during their visit to the College’s premises. Please note that the law syllabi have been revised according to the suggestions and comments of the Committee in order to be more specific, match the level of the programme and have a more practical orientation. Please refer to **Annex B Revised Syllabi** and **Annex C.2 Revised Structure of the programme**.

#### **Comment of the Committee**

**Indicator 2.1.4 as in Document 300.1** – The program’s content, the methods of assessment, the teaching materials and the equipment, lead to the achievement of the program’s purpose and objectives and ensure the expected learning outcomes. Score 1.

**Additional comment of the Committee on Indicator 2.1.4** - The content and teaching materials are not appropriate, while assessment and equipment are well adjusted.

#### **Reply from the Institution**

The comment has been noted and the College has taken action to rectify this. The law syllabi have been revised to be specific on the topics taught and match the level and the purpose of this programme which is to relieve lawyers from their administrative responsibilities.

Please note that the completion of legal forms was originally included in the content of the law syllabi but the specific names of the legal forms were not indicated. In order to make this clear and obvious the names of the legal forms and their unique code number is now indicated in the content of the syllabi of the law subjects.

Please refer to **Annex B Revised Syllabi** and **Annex C.2 Revised Structure of the programme**.

Regarding the teaching material, we would like to mention that since basic legal literature on Cyprus Law is limited, we have introduced the simplest bibliography based on the UK law as Cypriot law is firmly grounded on UK law. Please refer to Document 300.1 page 25, 4.2 Infrastructure/Support, Indicator 4.2.1 "There are suitable books and reputable journals supporting the program" where the Committee's score is 5.

In addition, any relevant bibliography that exists on the Cyprus Law has been now introduced into the programme. In the cases where no bibliography exists the lecturers are required to prepare handbooks. Please refer to **Annex B Revised Syllabi**.

#### **Comment of the Committee**

**Indicator 2.1.5 as in Document 300.1-** The expected learning outcomes of the programme are known to the students and to the members of the academic and teaching personnel. Score 1

**Additional comment of the Committee on Indicator 2.1.5 –** They are inappropriate for the objectives of the course.

#### **Reply from the Institution**

The comment has been noted and we would like to mention that the College complies with the regulations of the Agency of Quality Assurance and Accreditation in Higher Education and publishes the learning outcomes of a **new** programme of study under accreditation on the College's website and in its prospectus only after it is approved by the Agency.

The learning outcomes were modified after the submission of the Document 200.1 to the Agency of Quality Assurance and Accreditation in Higher Education on December 28<sup>th</sup> 2017. The modified document was handed to the Committee and the Education Officer of the Agency of Quality Assurance and Accreditation in Higher Education during their visit on May 11<sup>th</sup> 2018.

The modified learning outcomes are presented below:

On completion of this programme students will be able to:

- Organize law office procedures by archiving files, monitoring calendars, meeting deadlines, documenting actions.
- Write letters and other legal documents with accuracy and speed.
- Assist in legal research.
- Assist in case preparation by arranging case summaries and materials for conferences, preparing pleadings and organizing materials for team case review.
- Explain different laws and legal terms.

Please note that the learning outcomes of this programme were utilized as a guide for the design of this programme.

**Comment of the Committee**

**Indicator 2.1.6 as in Document 300.1-** The learning process is properly designed to achieve the expected outcomes. Score 1

**Additional comment of the Committee on Indicator 2.1.6** - The learning process needs to be redesigned to reflect the actual responsibilities of a legal assistant.

**Reply from the Institution**

The comment has been noted and the College has taken action to rectify the content of the law syllabi. They have been revised to match the responsibilities of a legal assistant. Please refer to **Annex B Revised Syllabi** and **Annex C.2 Revised Structure of the programme**.

Further to this please refer to the Teaching Methodology in the syllabi where it describes the learning process followed for each subject. An example is stated below:

In the Classroom: Lecturers make use of whiteboards, flipcharts, overhead projector, video material and power point presentations. Students are supplied with handouts on extra or relevant material. Two Personal Computer Labs equipped with Multimedia PCs of the latest technology with the required software, scanners, printers and LCD-Projectors, satisfy the classes' requirements. All PCs are connected to the Internet, through a Broad Band High speed permanent connection using cable technology.

Web Supported Learning: All the teaching material and the Lecturer's presentations are uploaded on the electronic learning platform of the college as a supporting studying tool.

Guest Speakers / Visits: External visits to agencies or relevant industry/subject related organizations are arranged. Guest speakers that are experts in their field are invited to address the students. Students are also encouraged to visit industry players and familiarize themselves with the profession they have chosen.

Teaching Methods: Lectures, presentations, videos, problem and case study discussion, discussion on relevant articles, independent and private study, preparation of projects, fieldwork and group work.

Please note that we strongly believe that the learning process is well supported as shown above. In addition, Zygus software and the completion of legal documents reinforces the learning process and the expected outcomes are achieved.

**Comment of the Committee**

**Indicator 2.1.7 as in Document 300.1** – The higher education qualification awarded to the students, corresponds to the purpose and objectives and the learning outcomes of the program. Score 1

**Additional comment of the Committee on Indicator 2.1.7** - see all above.



**Reply from the Institution**

The comment has been noted. **Please refer to pages 21-22 Reply to the Indicator 2.1.2.**

**2.2 Structure and Content of the Program of Study****Comment of the Committee**

**Indicator 2.2.1 as in Document 300.1** – The course curricula clearly define the expected learning outcomes, the content, the teaching and learning approaches and the method of assessing student performance. Score 4

**Additional comment of the Committee on Indicator 2.2.1** – While the curricula clearly define the learning outcomes, the problem is that the learning outcomes are not appropriate of the programme.

**Reply from the Institution**

The comment has been noted and the College has taken action to rectify this. The content and learning outcomes of the law syllabi have been revised to be appropriate for this programme. Please refer to **Annex B Revised Syllabi**.

**Comment of the Committee**

**Indicator 2.2.3 as in Document 300.1** – The program of study is structured in a consistent manner and in sequence, so that concepts operating as preconditions precede the teaching of other, more complex and cognitively more demanding, concepts. Score 4

**Additional comment of the Committee on Indicator 2.2.3** - They would only if it were the right content.

**Reply from the Institution**

The comment has been noted and we would like to point out that it is the College's policy to design well-structured and consistent programmes of study.

The law syllabi have been revised so that they are specific to the topics taught, match the level expected of this programme and fulfill the purpose which is to relieve lawyers from their administrative responsibilities.

**Structure of the programme.****Comment of the Committee**

**Indicator 2.2.4 as in Document 300.1** – The higher education qualification awarded, the learning outcomes and the content of the program are consistent. Score 1

**Additional comment of the Committee on Indicator 2.2.4** – s.a

### **Reply from the Institution**

The comment has been noted. **Please refer to pages 21-22 Reply to the Indicator 2.1.2.**

### **Comment of the Committee**

**Indicator 2.2.6 as in Document 300.1** – The content of courses and modules, and the corresponding educational activities are suitable for achieving the desired learning outcomes with regards to the knowledge, skills and abilities which should be acquired by students. Score 1

### **Additional comment of the Committee on Indicator 2.2.6 – s.a**

### **Reply from the Institution**

The comment has been noted and the College has taken action to rectify this. The content and learning outcomes of the law syllabi have been revised so that they are specific to the topics taught, match the level expected of this programme and fulfill the purpose of this programme which is to relieve lawyers from their administrative responsibilities.

Please refer to **Annex B Revised Syllabi** and **Annex C.2 Revised Structure of the programme.**

Further to this, we would like to refer to the Teaching Methodology of the Law Office Procedures II syllabus where Zygos legal practice management software was included in the teaching methods.

In the Classroom: Lecturers make use of whiteboards, flipcharts, overhead projector, video material and power point presentations. Students are supplied with handouts on extra or relevant material. Two Personal Computer Labs equipped with Multimedia PCs of the latest technology with the required software, scanners, printers and LCD-Projectors, satisfy the classes' requirements. All PCs are connected to the Internet, through a Broad Band High speed permanent connection using cable technology.

Web Supported Learning: All the teaching material and the Lecturer's presentations are uploaded on the electronic learning platform of the college as a supporting studying tool.

Guest Speakers / Visits: External visits to agencies or relevant industry/subject related organizations are arranged. Guest speakers that are experts in their field are invited to address the students. Students are also encouraged to visit industry players and familiarize themselves with the profession they have chosen.

Teaching Methods: Lectures, presentations, videos, problem and case study discussion, discussion on relevant articles, independent and private study, preparation of projects, fieldwork and group work. Use of Zygos – Legal practice management software.

In addition, the completion of legal forms facilitates the legal assistant's responsibilities. We strongly believe that the educational activities are suitable for achieving the programme's learning outcomes.

**Comment of the Committee**

**Indicator 2.2.7 as in Document 300.1** – The number and the content of the program's courses are sufficient for the achievement of learning outcomes. Score 1

**Additional comment of the Committee on Indicator 2.2.7 – s.a****Reply from the Institution**

The comment has been noted and the College has taken action to rectify this. The content and learning outcomes of the law syllabi have been revised so that they are specific to the topics taught, match the level expected of this programme and fulfill the purpose of this programme which is to relieve lawyers from their administrative responsibilities.

Please refer to **Annex B Revised Syllabi** and **Annex C.2 Revised Structure of the programme**.

**Comment of the Committee**

**Indicator 2.2.8 as in Document 300.1** – The content of the program's courses reflects the latest achievements / developments in science, arts, research and technology. Score 3

**Additional comment of the Committee on Indicator 2.2.8** - The staff striving to make content relevant and timely, however, the programme as it stands is not suitable for the objective of training legal assistants.

**Reply from the Institution**

The comment has been noted and the College has taken action to rectify this. **Please refer to the reply of the Institution on Indicator 2.2.7 above.**

**2.4 Management of the Program of Study****Comment of the Committee**

In the case of practical training, note:

**Question:** The number of credit units for courses and the number of credits for practical training

**Answer of the Committee:** "The course credits were appropriate, but there were no credits for practical training"

**Question:** In which semester does practical training takes place?

**Answer of the Committee:** "This was not specified, despite this being a practical degree"

**Question:** Note if practical training is taking place in a country other than the home country of the institution which awards the higher education qualification

**Answer of the Committee:** "Erasmus exchange programmes were possible in other Programmes, but were not specified for the proposed Programme".

### **Reply from the Institution**

The comment has been noted and we would like to point out that as stated in page 7 point 5 of the Document 200.1 sent to the Cyprus Agency of Quality Assurance and Accreditation in Higher Education on December 28<sup>th</sup> 2017, this programme of study is considered to be an academic one. Industrial placement was **never** included in this programme. Please refer to **Annex C.1. Original Structure of the programme**. Due to the fact that this programme was originally designed to have a strong practical component with the actual completion of legal documents in class, we have concluded that instead of allocating credits on industrial placement it would be more beneficial for students to gain further knowledge on legal issues through class activities.

## **2.5 International Dimension of the Program of Study**

### **Comment of the Committee**

**Indicator 2.5.4 as in Document 300.1** - The academic profile of the program of study is compatible with corresponding programs of study in Cyprus and internationally. Score 2

**Additional comment of the Committee on Indicator 2.2.8** - It does not compare to the Legal Secretary courses offered elsewhere in Cyprus as it is higher pitched at office manager/paralegal level and it does not compare to ILEX (UK) as it has a much stronger law component. It is comparable to other UK and US diplomas, but does not incorporate the strong practical aspects taught in other similar programmes.

### **Reply from the Institution**

The comment has been noted. **Please refer to page 8 of this document.**

## **2.6 Connection with the labour market and society**

### **Comment of the Committee**

**Indicator 2.6.1. as in Document 300.1** – The procedures applied, so that the program conforms to the scientific and professional activities of the graduates, are adequate and effective. Score 1

**Additional comment of the Committee on Indicator 2.6.1** - It would be beneficial for students to experience teaching with a stronger practical component to really be able to alleviate lawyers from their administrative responsibilities.

### **Reply from the Institution**

The comment has been noted and the College has taken action to rectify this. The law syllabi have been revised in order to match the purpose of this programme which is to relieve lawyers of their administrative responsibilities.

Please note that the completion of legal forms was originally included in the content of the law syllabi but the specific names of the legal forms were not indicated. In order to make this clear

and obvious the names of the legal forms and their unique code number is now indicated in the content of the syllabi of the law subjects.

Further to this, the subjects Legal Writing I and Legal Writing II have been introduced into the programme replacing the subject Legal Writing & Research to offer a stronger practical aspect in order to comply with the responsibilities of a legal assistant in the Cyprus legal market. Please refer to **Annex B Revised Syllabi** and **Annex C.2 Revised Structure of the programme**.

#### **Comment of the Committee**

**Indicator 2.6.2. as in Document 300.1** – According to the feasibility study, indicators for the employability of graduates are satisfactory. Score 1.

**Additional comment of the Committee on Indicator 2.6.2** – The feasibility study was inadequate as it did not present the underlying data and was based on insufficient empirical data (only 15 law firms in Limassol).

#### **Reply from the Institution**

The comment has been noted we would like to point out that after enquiring among law firms and looking into what other Institutions are offering at the moment, we have concluded that there is a need for professionals with more advanced law knowledge and qualifications than those of a legal secretary/assistant as currently offered by other Institutions in Cyprus.

As explained to us by a number of Lawyers, they spent a considerable amount of their time training assistants. This programme will help them save time and relieve them from their administrative responsibilities

Additionally, as a member of the Committee mentioned during their visit to the College's premises, they have contacted many Lawyers asking them if there is a need for such professionals. The answer was positive and the idea was accepted with enthusiasm.

We would like to point out that a simple version of a feasibility study was included in Document 200.1 as sent to the Cyprus Agency of Quality Assurance and Accreditation in Higher Education on December 28<sup>th</sup> 2017 to prove the viability of the programme.

#### **Comment of the Committee**

**Indicator 2.6.3. as in Document 300.1** – Benefits, for the society, deriving from the program are significant. Score 1

**Additional comment of the Committee on Indicator 2.6.3** - It would be beneficial for students to experience teaching with a stronger practical component to really be able to alleviate lawyers of their administrative responsibilities.

### **Reply from the Institution**

The comment has been noted and the College has taken action to rectify this. The law syllabi have been revised to offer a stronger practical component to relieve lawyers from their administrative duties.

Please note that the completion of legal forms was originally included in the content of the law syllabi but the specific names of the legal forms were not indicated. In order to make this clear and obvious the names of the legal forms and their unique code number is now indicated in the content of the syllabi of the law subjects.

The subjects Legal Writing I and Legal Writing II have been introduced into the programme replacing the subject Legal Writing & Research to offer a stronger practical aspect in order to comply with the responsibilities of a legal assistant in the Cyprus legal market. Please refer to **Annex B Revised Syllabi** and **Annex C.2 Revised Structure of the programme**.

Further to this, we would like to emphasize as stated in our website [www.ctleuro.ac.cy](http://www.ctleuro.ac.cy) “At CTL Eurocollege not only do we provide our Students with the level of academic excellence demanded by employers, but we also prepare them for the tough challenges of the world of employment and of life as productive and responsible adults”.

Also as stated in our Internal Procedures handbook:

“The College strives to foster in Students a sense of responsibility for their own development and an understanding of their obligations as members of a democratic society, as well as the desire to learn the habit of analytical and reflective thought and the ability to think clearly and express themselves effectively”.

Additionally, we would like to point out that after enquiring among law firms we have designed a 2 year programme that is unique and fulfills the gap in the legal labour market. With the comments and suggestions of the Committee, the law syllabi and the structure of the programme have been revised to produce high standard professionals with the appropriate skills to fulfill the job requirements of a Legal Assistant in the Cyprus market.

On completion of this programme students will be empowered with skills which will help them to find a job at once without the need of extra training by the Lawyers and not be added on unemployment lists.

## **4.2 Infrastructure / Support**

### **Comment of the Committee**

**Indicator 4.2.5. as in Document 300.1** – Teaching materials (books, manuals, scientific journals, databases are adequate and accessible to students. Score 1

**Additional comment of the Committee on Indicator 4.2.5** - The legal teaching staff would need to design new material to support the students in learning more practical skills as the

current material provided online and in the library is not sufficient for a practically oriented Programme.

### **Reply from the Institution**

The comment has been noted and we would like to point out that as stated in page 7 point 5 of Document 200.1 sent to the Cyprus Agency of Quality Assurance and Accreditation in Higher Education on December 28<sup>th</sup> 2017, this programme of study is considered to be an academic one.

Further to this, we would like to mention that since basic legal literature on Cyprus law is limited, we have introduced the simplest bibliography based on the UK law as the Cypriot law is firmly grounded on UK law. Please note that all books mentioned in the syllabi as Required and Further Reading Bibliography were included in our Library collection prior the visit of the Committee to College's premises. Please refer to Document 300.1 page 25, 4.2 Infrastructure/Support, Indicator 4.2.1 "There are suitable books and reputable journals supporting the program" where the Committee's score is 5.

In addition, any relevant bibliography that exists on the Cyprus Law has been introduced to the programme. In the cases where no bibliography exists the lecturers are required to prepare handbooks. Please refer to **Annex B Revised Syllabi**.

Additionally, please also note that the College gives access to its students to the following EBSCO e-Databases:

1. Business Source Elite  
A Rich Full-Text Collection of Business Publications
2. Regional Business News
3. Computers & Applied Sciences Complete  
An Important Resource Focused on the Research and Development Spectrum of Computing and Applied Sciences
4. GreenFILE, Library, Information Science & Technology Abstracts
5. OpenDissertations, European Views of the Americas:1493 to 1750
6. eBook Academic Collection (EBSCOhost)  
Offering more than 150,000 e-books

With the EBSCO e-Databases students have access to:

24,624 Full text Law books  
812,541 Full text Law articles

## **FINAL REMARKS – SUGGESTIONS**

### **Comment of the Committee**

On the basis of the documentation provided in advance of and during the visit, as well as the discussions with staff and students during the on-site visit, the Committee holds the view that the proposed Legal Assistant Diploma is not well designed, lacks clear and coherent aims and learning outcomes on the basis of the content of the proposed modules. However, it is delivered by qualified, committed and enthusiastic academic colleagues.

### **Reply from the Institution**

The comment has been noted and the College has taken action to rectify this. The content and the learning outcomes of the law syllabi as well as the structure of the programme have been redesigned. The content of the law syllabi have been revised so that they are specific to the topics taught, match the level expected of this programme and fulfill the purpose which is to relieve lawyers from their administrative responsibilities. Please refer to **Annex B Revised Syllabi** and **Annex C.2 Revised Structure of the programme**.

### **Comment of the Committee**

The Committee feels that the purpose and content of the programme are not appropriate for the proposed professional qualification of a legal assistant in the Cyprus legal market.

### **Reply from the Institution**

The comment has been noted and we would like to point out that as stated in Document 200.1 which was sent to the Agency of Quality Assurance and Accreditation in Higher Education, on December 28<sup>th</sup>, 2017:

“The purpose of this Programme of Study is to produce graduates with valuable legal knowledge to become effective and qualified Legal Assistants by teaching them the responsibilities and job requirements of this position.

Students will be provided with many necessary and useful tools, most needed and appreciated in the profession, such as fluency in English (both written and verbal), excellent typing capabilities, computer literacy, excellent organizational and time management skills, as well as strong communication abilities.

On completion of the Programme Students will be able to use and explain legal terminology, write legal documents, complete legal forms, and prepare professional correspondence with the required speed and accuracy.

Students will learn how to perform certain job connected tasks, as well as understand the reason why they are used. Furthermore, they will learn the principles of law behind each task, and understand the connection, so that they will have better opportunities for further career advancement”.

We strongly believe that the purpose of the programme is appropriate for the proposed professional qualification of a legal assistant in the Cyprus legal market.



The structure of the programme and the syllabi of the law subjects have been revised so that they are specific to the topics taught, match the level expected of this programme and fulfill the purpose of this programme which is to relieve lawyers from their administrative responsibilities. Please refer to **Annex B Revised Syllabi** and **Annex C.2 Revised Structure of the programme**.

#### **Comment of the Committee**

Although English should remain a strong component of the Programme, the Programme should only be open to fluent Greek speakers.

#### **Reply from the Institution**

The comment has been noted and the College has taken action to rectify this. The target market for this programme has been specified as the local market. The Free Electives Optional subjects from Table C, Modern Greek I and Modern Greek II have been taken out and “Cypriot Studies” has been introduced as a new subject. Please refer to **Annex C.2 Revised Structure of the programme**.

#### **Comment of the Committee**

The Committee therefore recommends a major restructuring of the proposed programme to reflect the job description of a legal assistant.

#### **Reply from the Institution**

The comment has been noted and the College has taken action to rectify this. The structure of the programme and the syllabi of the law subjects have been revised so that they are specific to the topics taught, match the level expected of this programme and fulfill the purpose of this programme which is to relieve lawyers from their administrative responsibilities.

Please note that the completion of legal forms was originally included in the content of the law syllabi but the specific names of the legal forms were not indicated. In order to make this clear and obvious the names of the legal forms and their unique code number is now indicated in the content of the syllabi of the law subjects.

The subjects Legal Principles I and Legal Principles II have been introduced into the programme replacing the subjects Introduction to Law & Paralegal studies, Courts of Justice Law I and Courts of Justice Law II.

The content of the subject Fundamentals of Land Law has been included in the content of the subject Fundamentals of Corporate Law.

The subject Fundamentals of the Law of Succession has been categorized as a compulsory subject.

The subject Fundamentals of the Law of Mental Patients has been introduced into the Table B Core Requirements Optional subjects to provide the necessary skills for the completion of legal documents concerning the Administration of Estate and Maintenance of Mental Patients.

The subject Jurisdiction of the Supreme Court of Cyprus has been categorized as optional and included in the Table B Core Requirements Optional subjects.

The subjects Legal Writing I and Legal Writing II have been introduced into the programme replacing the subject Legal Writing & Research to offer a stronger practical aspect in order to comply with the responsibilities of a legal assistant in the Cyprus legal market. Please refer to **Annex B Revised Syllabi** and **Annex C.2 Revised Structure of the programme**.

#### **Comment of the Committee**

The Committee recommends that the content of the law modules and some of the proposed skills courses, such as English Shorthand, be amended.

#### **Reply from the Institution**

The comment has been noted and we would like to point out that the subject English Shorthand was **never** included in the programme. Please refer to the Document 200.1 sent to the Cyprus Agency of Quality Assurance and Accreditation in Higher Education on December 28<sup>th</sup> 2017. Also please refer to **Annex C.1 Original Structure of the programme**.

#### **Comment of the Committee**

The Committee recommends a stronger practical component to match the job description of legal assistant in the Cyprus law market.

#### **Reply from the Institution**

Please note that the completion of legal forms was originally included in the content of the law syllabi but the specific names of the legal forms were not indicated. In order to make this clear and obvious the names of the legal forms and their unique code number is now indicated in the content of the syllabi of the law subjects.

The subjects Legal Writing I and Legal Writing II have been introduced into the programme replacing the subject Legal Writing & Research to offer a stronger practical aspect in order to comply with the responsibilities of a legal assistant in the Cyprus legal market. Please refer to **Annex B Revised Syllabi** and **Annex C.2 Revised Structure of the programme**.

#### **Comment of the Committee**

Responsibilities that should be catered for in the proposed training include

- office management and software
- filing

- case management
- registrar responsibilities
- General Data Protection Regulation training
- a general understanding of the Cypriot legal system
- basic understanding of specific areas of law and the legal system where the assistant operates, including specific legal procedures, such as wills, conveyancing, power of attorney, divorce, etc. and the required forms to be filled in and deadlines to be met.

#### **Reply from the Institution**

The comment has been noted and the College has taken action to rectify this. **Please refer to pages 8-11 of this document.**

Please note that all law syllabi have been revised to be specific on the topics taught in order to match the level of the programme and also have a stronger practical component to meet the responsibilities of a legal assistant. Please refer to **Annex B Revised Syllabi** and **Annex C.2 Revised Structure of the programme.**

#### **Comment of the Committee**

There should be instruction on terminology both in Greek and in English.

#### **Reply from the Institution**

The comment has been noted and the College has taken action to rectify this. Greek terminology has been introduced into the law syllabi. Please refer to **Annex B Revised Syllabi**.

#### **Comment of the Committee**

There should be a one-year-long module on basic legal principles and a one-year-long module on form filling and procedures.

#### **Reply from the Institution**

The subjects Legal Principles I and Legal Principles II have been introduced into the programme replacing the subjects Introduction to Law & Paralegal studies, Courts of Justice Law I and Courts of Justice Law II.

The subjects Legal Writing I and Legal Writing II have been introduced into the programme replacing the subject Legal Writing & Research to offer a stronger practical aspect in order to comply with the responsibilities of a legal assistant in the Cyprus legal market. Please refer to **Annex B Revised Syllabi** and **Annex C.2 Revised Structure of the programme.**

#### **Comment of the Committee**

The material for the courses focusing on legal education should be revised and if appropriate produced from scratch in handbook form by the teaching staff.

### **Reply from the Institution**

The comment has been noted and we would like to mention that since basic legal literature does on Cyprus law is limited, we have introduced the simplest bibliography based on the UK law as the UK law is the base for the Cyprus Law. Please note that all books mentioned in the syllabi as Required and Further Reading Bibliography were included in our Library collection prior the visit of the Committee to the College's premises.

Please refer to Document 300.1 page 25, 4.2 Infrastructure/Support, Indicator 4.2.1 "There are suitable books and reputable journals supporting the program" where the Committee's score is 5.

In addition, any relevant bibliography that exists on the Cyprus Law has been now introduced to the programme. In the cases where no bibliography exists the lecturers are required to prepare handbooks. Please refer to **Annex B Revised Syllabi**.

Additionally, please also note that the College gives access to its students to the following EBSCO e-Databases:

1. Business Source Elite  
A Rich Full-Text Collection of Business Publications
2. Regional Business News
3. Computers & Applied Sciences Complete  
An Important Resource Focused on the Research and Development  
Spectrum of Computing and Applied Sciences
4. GreenFILE, Library, Information Science & Technology Abstracts
5. OpenDissertations, European Views of the Americas:1493 to 1750
6. eBook Academic Collection (EBSCOhost)  
Offering more than 150,000 e-books

With the EBSCO e-Databases students have access to:

24,624 Full text Law books  
812,541 Full text Law articles

### **Comment of the Committee**

These points are extremely important to the functioning of a successful Legal Assistant Diploma Programme and implementation of these changes will lead to the Committee's approval of the Programme. But we would like to point out that these changes require a significant amount of work and an overhaul of the proposed Programme.

In sum, we found the proposal to be inadequate at this stage, but we believe that with substantial re-working and more practical orientation, this Programme has the potential of becoming very useful. The Committee remains at the disposal of DI.PA.E. for any further clarifications and comments, and is grateful for the Agency's support in this process.

### **Reply from the Institution**

The comment has been noted and the College has taken all necessary actions at this stage to rectify this. All comments and suggestions of the Committee have been implemented to this programme of study as we strongly believe that this is a unique programme which will produce highly qualified graduates who will successfully fulfill the job requirements of a Legal Assistant in the Cyprus legal market. In order to achieve this, the following modifications have been made to this programme:

1. The target market has been specified as the local market and includes students with competence in Greek.
2. The syllabi of the law subjects have been revised so that they are specific to the topics taught and match the level of this 2-year Diploma.
3. Any relevant bibliography on Cyprus Law has been now introduced into the law syllabi.
4. Greek terminology has been now introduced into the law syllabi.
5. The subjects Legal Principles I and Legal Principles II have been introduced to the programme, replacing the Introduction to Law & Paralegal studies, Courts of Justice Law I, Courts of Justice Law II.
6. The subjects Legal Writing I and Legal Writing II have been introduced into the programme replacing the subject Legal Writing & Research to offer a stronger practical aspect.
7. The content of the subject Fundamentals of Land Law has been included in the content of the subject Fundamentals of Corporate Law.
8. The subject Fundamentals of the Law of Succession has been categorized as a compulsory subject.
9. The subject Fundamentals of the Law of Mental Patients has been introduced into the Table B Core Requirements Optional subjects to provide the necessary skills for the completion of legal documents concerning the Administration of Estate and Maintenance of Mental Patients.

10. The subject Jurisdiction of the Supreme Court of Cyprus has been categorized as optional and included in the Table B Core Requirements Optional subjects.
11. The Free Electives Optional subjects from Table C, Modern Greek I and Modern Greek II have been taken out and “Cypriot Studies” has been introduced as a new subject.
12. Two more Lawyers have been included in the Faculty staff increasing the number to 3.

<b>ANNEX A</b>	<b>REVISED FACULTY STAFF</b>
<b>ANNEX B</b>	<b>REVISED SYLLABI</b>
<b>ANNEX C.1</b>	<b>ORIGINAL STRUCTURE OF THE PROGRAMME</b>
<b>ANNEX C.2</b>	<b>REVISED STRUCTURE OF THE PROGRAMME</b>
<b>ANNEX D</b>	<b>PRE-AGREEMENTS</b>

## ANNEX A REVISED FACULTY STAFF

A/A	Name and Surname	Qualifications	F.T/P.T	Teaching courses in the program of study under evaluation “Legal Assistant (2 Years / 120 ECTS, Diploma)”, plus an optional foundation year		
				Code	Course title	Periods/ week
1	Dr. Elena Malkawi Programme Coordinator	PhD in Economics BA in Economics	F.T	ECO 101	Microeconomics	3
2	Maria Panagiotou	PhD Candidate LLM Public International Law LLB	P.T	LAW 121 LAW 225 LAW 217 LAW 216	Legal Writing I Legal Writing II Fundamentals of the Law of Succession Fundamentals of the Law of Mental Patients	3 3 3 3
3	Georgios Mavrogiannis	LLM in Human Rights & Civil Liberties LLB	P.T	LAW 223 LAW 214 LAW 222	Fundamentals of the Law of Contract Fundamentals of Corporate Law Jurisdiction of the Supreme Court of Cyprus	3 3 3



4	Georgia Christofidou	LLM in Maritime Law and Shipping Business LLB	P.T	LAW 111 LAW 211	Legal Principles I Legal Principles II	3 3
5	Niki Tryfonos	Diploma in Office Administration	P.T	SEC 114 SEC 123 SEC 222	Law Office Procedures I Law Office Procedures II Office Ethics and Behaviour	3 3 3
6	Nitsa Kattami	Diploma of Efficiency	P.T	SEC 211 SEC 221 SEC 111 SEC 121	English Typewriting I English Typewriting II Greek Typewriting I Greek Typewriting II	3 3 3 3
7	George Antoniadis	Post Graduate Diploma in Management Bsc in Business Administration/ Marketing	F.T	MKT 120	Public Relations	3
8	Maria Petrou	Chartered Certified Accountant Master of Business Administration BSc in Applied Accounting	F.T	ACC 101	Accounting I	3
9	Dora Konstantinou	MA in Educational Leadership and Management	F.T	CSC 101 CSC 102	ICT I ICT II	3 3

		BSc in Computer Studies				
10	Konstantinos Papathomas	Dipl. Ing. Architekt (Master of Architecture) Diploma in Architecture Diploma in English Language & Literature and Comparative Literature	F.T	LIB 117	Cultural Geography	3
11	Katerina Christophidou	PhD Candidate in Education MA in Education Post Graduate Certificate in Modern Greek BA Hons in Modern Greek	F.T	LIB 105	Cypriot Studies	3
12	Henry Lara	B.A. Applied Linguistics	F.T	BUS 102 ENG 103 ENG 110 SPA 101 SPA 102	Business Communications Academic Writing Advanced English Spanish I Spanish II	3 3 3 3 3

**ANNEX B      REVISED SYLLABI**

Course Title	FUNDAMENTALS OF CORPORATE LAW				
Course Code	LAW 214				
Course Type	CORE REQUIREMENTS COMPULSORY				
Level	DIPLOMA				
Year / Semester	2 <sup>ND</sup> YEAR / 3 <sup>rd</sup> SEMESTER				
Teacher's Name	GEORGIOS MAVROGIANNIS				
ECTS	6	Lectures / week	3	Laboratories / week	
Course Purpose and Objectives	The purpose of this course is to teach students the basic terms of Corporate Law. Students will be able to explain the differences of a Public and Private company and follow the Company registration procedure of Cyprus. On completion of this course, students will be able to complete all necessary legal forms concerning the incorporation of a company.				
Learning Outcomes	<ol style="list-style-type: none"><li>1. Define Public and Private Company.</li><li>2. Explain the modes of forming an incorporated company.</li><li>3. Explain the procedures regarding trade names.</li><li>4. Demonstrate skills in completing and submitting the necessary legal forms.</li><li>5. Use of Greek terminology</li></ol>				
Prerequisites	NONE		Required	NO	
Course Content	<p>Introduction to Corporate Law Basic knowledge: Corporate Law (CAP 113) Companies Rules (396/1944) Greek terminology</p> <p>What Public company is What Private company is</p> <p>Mode of forming an incorporated company Form and registration of Memorandum of Association Form and registration of Articles of Association General provisions with respect to Memorandum and Articles Form HE 1</p> <p>Provisions with respect to Names of Companies Name approval application</p>				

	<p>Management and Administration of a Company Registered Office and Name Register of Members Meetings and proceedings Directors, Secretary and other offices Forms HE 2, HE 3, HE 4, HE 12, HE 14, HE 32 (I), HE 32 Δ, HE 32 KX, HE 57 Application for the issuance of certificates</p> <p>Modes of Winding up Winding up by the Court Voluntary winding up Forms HE 35, HE 37, HE 38, HE 41, HE 42, HE 43</p> <p>Provisions with respect to Trade names Forms EE1, EE2 Application for the issuance of certificates</p> <p>Submission procedure to the Registrar of Companies</p>												
Teaching Methodology	<p><u>In the Classroom:</u> Lecturers make use of whiteboards, flipcharts, overhead projector, video material and power point presentations. Students are supplied with handouts on extra or relevant material. Two Personal Computer Labs equipped with Multimedia PCs of the latest technology with the required software, scanners, printers and LCD-Projectors, satisfy the classes' requirements. All PCs are connected to the Internet, through a Broad Band High speed permanent connection using cable technology.</p> <p><u>Web Supported Learning:</u> All the teaching material and the Lecturer's presentations are uploaded on the electronic learning platform of the college as a supporting studying tool.</p> <p><u>Guest Speakers / Visits:</u> External visits to agencies or relevant industry/subject related organizations are arranged. Guest speakers that are experts in their field are invited to address the students. Students are also encouraged to visit industry players and familiarize themselves with the profession they have chosen.</p> <p><u>Teaching Methods:</u> Lectures, presentations, videos, problem and case study discussion, discussion on relevant articles, independent and private study, preparation of projects, fieldwork and group work.</p>												
Bibliography	<p>Required Bibliography:</p> <table><tr><td></td><td>Author(s)</td><td>Title</td><td>Publisher/Year</td><td>Edition</td><td>ISBN</td></tr><tr><td>1</td><td>Andreas Neocleous &amp; Co</td><td>Introduction to Cyprus Law</td><td>Yorkhill Law Publishing</td><td>2000</td><td>3-902046-21-X</td></tr></table>		Author(s)	Title	Publisher/Year	Edition	ISBN	1	Andreas Neocleous & Co	Introduction to Cyprus Law	Yorkhill Law Publishing	2000	3-902046-21-X
	Author(s)	Title	Publisher/Year	Edition	ISBN								
1	Andreas Neocleous & Co	Introduction to Cyprus Law	Yorkhill Law Publishing	2000	3-902046-21-X								

	2	N. Χατζημιχαήλ	ΒΑΣΙΚΗ ΚΥΠΡΙΑΚΗ ΝΟΜΟΘΕΣΙΑ: 39 κωδικοποιημένα νομοθετήματα όλων των κλάδων του δικαίου	Νομική Βιβλιοθήκη	2017	978-960-622-350-1
	Recommended Further Bibliography:					
		Author(s)	Title	Publisher/Year	Edition	ISBN
	1	Stephen Brainbridge	Corporate Law (concepts and insights)	Foundation press 2015	3 <sup>rd</sup> edition	978-1609304713/pb k.
	2	Paul Davies, Sara Worthington	Gower Principles of modern company	Sweet & Maxwell 2016	10 <sup>th</sup> edition	978-0414056268/pb k.
Assessment	<p>The final course grade is made up of:</p> <p>Coursework 35%</p> <p>Attendance &amp; Participation 5%</p> <p>Final Examination 60%</p> <p>The pass mark is 50%</p> <p>The final semester grade is calculated by combining the coursework mark (weighting for 35%), the participation mark (weighting for 5%) and the final exam mark (weighting for 60%). The coursework grade of each student (35% of the final course grade) is reported through three pieces of assessment. This consists of two tests and one assignment/case study or three tests. The two tests account for 70% of the overall coursework grade and the assignment 30%. In cases that only tests are delivered throughout the semester, the Lecturer decides which two tests account for 35% each of the overall coursework grade and which one 30%.</p> <p>Class/homework and additional tests/quizzes may be used as further pieces of assessment throughout the semester by the Lecturer. Grades on these are incorporated within the two categories of reported assessment described above, and their weight in each reported grade (test or assignment) is based at the discretion of the Lecturer. In addition, class</p>					

	<p>participation is taken into consideration and accounts for 5% of the final course grade.</p> <p>The form of coursework assessment analysed above aims at evaluating the acquisition of knowledge and the application of concepts and techniques by students as well as at developing their analytical and critical thinking skills in the course areas specified in the course content.</p>
Language	<b>ENGLISH</b>

Course Title	FUNDAMENTALS OF THE LAW OF CONTRACT				
Course Code	LAW 223				
Course Type	CORE REQUIREMENT COMPULSORY				
Level	DIPLOMA				
Year / Semester	2 <sup>ND</sup> YEAR / 4 <sup>th</sup> SEMESTER				
Teacher's Name	GEORGIOS MAVROGIANNIS				
ECTS	6	Lectures / week	3	Laboratories / week	
Course Purpose and Objectives	The purpose of this course is to teach students the different types of contracts and how these are formatted. They will be able to distinguish the different kinds of contracts and other legal documents and the procedure to be followed.				
Learning Outcomes	<ol style="list-style-type: none"><li>1. Explain what contract is.</li><li>2. Demonstrate skills in formation of contracts and other legal documents.</li><li>3. Demonstrate skills in completion of legal forms.</li><li>4. Demonstrate skills in calculation of legal fees.</li><li>5. Use of Greek terminology</li></ol>				
Prerequisites	NONE		Required	NO	
Course Content	<p>Basic knowledge of the Law of Contract</p> <p>What is a contract?</p> <p>Greek terminology</p> <p>Formation and terms of a contract</p> <p>Drafting common types of contracts:</p> <p>Sale agreement</p> <p>Fittings and Fixtures agreement</p> <p>Assignment agreement</p> <p>Cancellation agreement</p> <p>Agreement of the division of immovable property</p> <p>Loan agreement</p> <p>Lease agreement</p> <p>Employment agreement</p> <p>Discharge of a contract</p> <p>Drafting of other legal documents:</p> <p>General agreement for the appointment of a lawyer</p>				

	<p>Special agreement for the appointment of a lawyer  Donation contract  Written consent  Warranties  Promissory notes</p> <p>General power of attorney  Special power of attorney:  Disposal of immovable property  Withdrawal of funds  Issued by a company's Director  Revocation of power of attorney</p> <p>Calculation of fees pertaining to the drafting of agreements and other legal documents</p> <p>Stamp duty procedure  Certification procedure  Tax Office procedure</p> <p>Land Registry procedure  Forms N50, N270, N271, N273, N274, N275, N276 N304, N306, N312, N313, N251A, N254A, ΔE129, ΔE 131, ΔE 130.</p>
Teaching Methodology	<p><u>In the Classroom:</u> Lecturers make use of whiteboards, flipcharts, overhead projector, video material and power point presentations. Students are supplied with handouts on extra or relevant material. Two Personal Computer Labs equipped with Multimedia PCs of the latest technology with the required software, scanners, printers and LCD-Projectors, satisfy the classes' requirements. All PCs are connected to the Internet, through a Broad Band High speed permanent connection using cable technology.</p> <p><u>Web Supported Learning:</u> All the teaching material and the Lecturer's presentations are uploaded on the electronic learning platform of the college as a supporting studying tool.</p> <p><u>Guest Speakers / Visits:</u> External visits to agencies or relevant industry/subject related organizations are arranged. Guest speakers that are experts in their field are invited to address the students. Students are also encouraged to visit industry players and familiarize themselves with the profession they have chosen.</p> <p><u>Teaching Methods:</u> Lectures, presentations, videos, problem and case study discussion, discussion on relevant articles, independent and private study, preparation of projects, fieldwork and group work.</p>



Bibliography	Required Bibliography:					
		Author(s)	Title	Publisher/Year	Edition	ISBN
	1	Andreas Neocleous & Co	Introduction to Cyprus Law	Yorkhill Law Publishing	2000	3-902046-21-X
	2	Άντρη Ηρακλέους	Γενικές Αρχές και Έγγραφα Νομικών και Εμπορικών Δραστηριοτήτων	Advocandry Publications Ltd		9963-7641-3-4
	3	N. Χατζημιχαήλ	ΒΑΣΙΚΗ ΚΥΠΡΙΑΚΗ ΝΟΜΟΘΕΣΙΑ: 39 κωδικοποιημένα νομοθετήματα όλων των κλάδων του δικαίου	Νομική Βιβλιοθήκη	2017	978-960-622-350-1
	Recommended Further Bibliography:					
		Author(s)	Title	Publisher/Year	Edition	ISBN
	1	Elizabeth Macdonald, Ruth Atkins	Koffman & Macdonalds Law of Contract	Oxford 2014	8th edition	978-0199644834/pbk
Assessment	<p>The final course grade is made up of:</p> <p>Coursework 35%</p> <p>Attendance &amp; Participation 5%</p> <p>Final Examination 60%</p> <p>The pass mark is 50%</p> <p>The final semester grade is calculated by combining the coursework mark (weighting for 35%), the participation mark (weighting for 5%) and the final exam mark (weighting for 60%). The coursework grade of each student (35% of the final course grade) is reported through three pieces of assessment. This consists of two tests and one assignment/case study or three tests. The two tests account for 70% of the overall coursework grade and the assignment 30%. In cases that only tests are delivered throughout the semester, the Lecturer decides which two tests account for 35% each of</p>					

	<p>the overall coursework grade and which one 30%.</p> <p>Class/homework and additional tests/quizzes may be used as further pieces of assessment throughout the semester by the Lecturer. Grades on these are incorporated within the two categories of reported assessment described above, and their weight in each reported grade (test or assignment) is based at the discretion of the Lecturer. In addition, class participation is taken into consideration and accounts for 5% of the final course grade.</p> <p>The form of coursework assessment analysed above aims at evaluating the acquisition of knowledge and the application of concepts and techniques by students as well as at developing their analytical and critical thinking skills in the course areas specified in the course content.</p>
Language	<b>ENGLISH</b>

Course Title	FUNDAMENTALS OF THE LAW OF MENTAL PATIENTS				
Course Code	LAW 216				
Course Type	CORE REQUIREMENT OPTIONAL				
Level	DIPLOMA				
Year / Semester	2 <sup>ND</sup> YEAR / 3 <sup>RD</sup> or 4 <sup>TH</sup> SEMESTER				
Teacher's Name	MARIA PANAGIOTOU				
ECTS	6	Lectures / week	3	Laboratories / week	
Course Purpose and Objectives	The purpose of this course is to teach students the basic terms of the Law of Mental Patients. On completion of this course, students will be able to complete all necessary legal documents concerning the Administration of Estate and Maintenance of Mental Patients.				
Learning Outcomes	<div>1. Define Mental Patient and Administrator.</div> <div>2. Explain the Administrators responsibilities.</div> <div>3. Explain the Administration procedure.</div> <div>4. Demonstrate skills in completion of legal forms.</div> <div>5. Use of Greek terminology.</div>				
Prerequisites	NONE		Required	NO	
Course Content	<div>Introduction to the Law of Mental Patients</div> <div>Basic knowledge of Legislation</div> <div>Administration of Estate of Mental Patients Law 23(I)1996</div> <div>Administration of Estate of Mental Patients Rules 1932</div> <div>Greek terminology</div> <div>Definition of Mental Patient</div> <div>Definition of Administrator</div> <div>Definition of Relatives</div> <div>Administration of Estate and Maintenance of Mental Patients</div> <div>Appointment of Administrator</div> <div>Forms 16, 17, 18</div> <div>Administrators Responsibilities</div> <div>Removal of Administrator</div> <div>Forms 20, 21</div> <div>Maintenance Applications</div> <div>Form 22</div> <div>Contribution by Relatives</div>				

	Forms 24, 25, 26  Deposit and registration  Submission procedure to the Registrar of Administrations												
Teaching Methodology	<p><u>In the Classroom:</u> Lecturers make use of whiteboards, flipcharts, overhead projector, video material and power point presentations. Students are supplied with handouts on extra or relevant material. Two Personal Computer Labs equipped with Multimedia PCs of the latest technology with the required software, scanners, printers and LCD-Projectors, satisfy the classes' requirements. All PCs are connected to the Internet, through a Broad Band High speed permanent connection using cable technology.</p> <p><u>Web Supported Learning:</u> All the teaching material and the Lecturer's presentations are uploaded on the electronic learning platform of the college as a supporting studying tool.</p> <p><u>Guest Speakers / Visits:</u> External visits to agencies or relevant industry/subject related organizations are arranged. Guest speakers that are experts in their field are invited to address the students. Students are also encouraged to visit industry players and familiarize themselves with the profession they have chosen.</p> <p><u>Teaching Methods:</u> Lectures, presentations, videos, problem and case study discussion, discussion on relevant articles, independent and private study, preparation of projects, fieldwork and group work.</p>												
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	Author(s)	Title	Publisher/Year	Edition	ISBN								
1	Lecturers Handbook												
Assessment	<p>The final course grade is made up of:</p> <table><tr><td>Coursework</td><td>35%</td></tr><tr><td>Attendance &amp; Participation</td><td>5%</td></tr><tr><td>Final Examination</td><td>60%</td></tr><tr><td>The pass mark is</td><td>50%</td></tr></table> <p>The final semester grade is calculated by combining the coursework mark (weighting for 35%), the participation mark (weighting for 5%) and the final exam mark (weighting for 60%). The coursework grade of each student (35% of the final course grade) is reported through three pieces of</p>	Coursework	35%	Attendance & Participation	5%	Final Examination	60%	The pass mark is	50%				
Coursework	35%												
Attendance & Participation	5%												
Final Examination	60%												
The pass mark is	50%												

	<p>assessment. This consists of two tests and one assignment/case study or three tests. The two tests account for 70% of the overall coursework grade and the assignment 30%. In cases that only tests are delivered throughout the semester, the Lecturer decides which two tests account for 35% each of the overall coursework grade and which one 30%.</p> <p>Class/homework and additional tests/quizzes may be used as further pieces of assessment throughout the semester by the Lecturer. Grades on these are incorporated within the two categories of reported assessment described above, and their weight in each reported grade (test or assignment) is based at the discretion of the Lecturer. In addition, class participation is taken into consideration and accounts for 5% of the final course grade.</p> <p>The form of coursework assessment analysed above aims at evaluating the acquisition of knowledge and the application of concepts and techniques by students as well as at developing their analytical and critical thinking skills in the course areas specified in the course content.</p>
Language	<b>ENGLISH</b>

Course Title	FUNDAMENTALS OF THE LAW OF SUCCESSION				
Course Code	LAW 217				
Course Type	CORE REQUIREMENT COMPULSORY				
Level	DIPLOMA				
Year / Semester	2 <sup>ND</sup> YEAR / 4 <sup>TH</sup> SEMESTER				
Teacher's Name	MARIA PANAGIOTOU				
ECTS	6	Lectures / week	3	Laboratories / week	
Course Purpose and Objectives	The purpose of this course is to teach students the basic terms of the Law of Succession. On completion of this course, students will be able to complete all necessary legal documents concerning the Law of Succession and Administration of Estate.				
Learning Outcomes	<div>1. Define Succession and Administration of Estates.</div> <div>2. Explain what Intestacy is.</div> <div>3. Explain what a Will is.</div> <div>4. Demonstrate skills on completion of the appropriate legal documents.</div> <div>5. Use of Legal terminology</div>				
Prerequisites	NONE		Required	NO	
Course Content	<div>Introduction to the Law of Succession</div> <div>Basic knowledge of Legislation</div> <div>Wills and Succession Law (CAP195)</div> <div>Administration of Estates Law (CAP189)</div> <div>Administration of Estates Rules 1955</div> <div>Greek terminology</div> <div>Succession of the kindred</div> <div>Class, Persons entitled, Shares</div> <div>Intestacy</div> <div>What is a will?</div> <div>Types of Wills</div> <div>The content of wills</div> <div>Making a Will: Formalities</div> <div>Alterations</div> <div>Deposit and registration</div> <div>Administration of Estates</div>				

	<p>Procedure Will and Intestacy Re-sealing of probates or letters of administration</p> <p>Form 1 Rule 9, Form 2 Rule 11, Form 3 Rule 11, Form 4 Rule 19 Form 5 Rule 19, Form 6 Rule 21, Form 7 Rule 22,Form 8 Rule 22 Form 9 Rule 22, Form 10 Rule 24, Form 11 Rules 27,33,Form 12 Rule 33 Form 13 Rule 32,Form 14 Rule 35, Form 15 Rule 35,Form 16 Rule 35 Form 17 Rule 36, Form 18 Rule 37,Form 19 Rule 38</p> <p>Submission procedure to: Registrar of Administrations Tax Office Land registry</p> <p>Calculation of fees pertaining to administration of estate</p>																		
Teaching Methodology	<p><u>In the Classroom:</u> Lecturers make use of whiteboards, flipcharts, overhead projector, video material and power point presentations. Students are supplied with handouts on extra or relevant material. Two Personal Computer Labs equipped with Multimedia PCs of the latest technology with the required software, scanners, printers and LCD-Projectors, satisfy the classes' requirements. All PCs are connected to the Internet, through a Broad Band High speed permanent connection using cable technology.</p> <p><u>Web Supported Learning:</u> All the teaching material and the Lecturer's presentations are uploaded on the electronic learning platform of the college as a supporting studying tool.</p> <p><u>Guest Speakers / Visits:</u> External visits to agencies or relevant industry/subject related organizations are arranged. Guest speakers that are experts in their field are invited to address the students. Students are also encouraged to visit industry players and familiarize themselves with the profession they have chosen.</p> <p><u>Teaching Methods:</u> Lectures, presentations, videos, problem and case study discussion, discussion on relevant articles, independent and private study, preparation of projects, fieldwork and group work.</p>																		
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1	Κυριάκος Κυριακίδης	ΔΙΑΧΕΙΡΙΣΕΙΣ - ΔΙΑΘΗΚΕΣ		2015	5 295297 028669														
2	Andreas Neocleous & Co	Introduction to Cyprus Law	Yorkhill Law Publishing	2000	3- 902046- 21-X														

Assessment	<p>The final course grade is made up of:</p> <table border="0"> <tr> <td>Coursework</td><td>35%</td></tr> <tr> <td>Attendance &amp; Participation</td><td>5%</td></tr> <tr> <td>Final Examination</td><td>60%</td></tr> <tr> <td>The pass mark is</td><td>50%</td></tr> </table> <p>The final semester grade is calculated by combining the coursework mark (weighting for 35%), the participation mark (weighting for 5%) and the final exam mark (weighting for 60%). The coursework grade of each student (35% of the final course grade) is reported through three pieces of assessment. This consists of two tests and one assignment/case study or three tests. The two tests account for 70% of the overall coursework grade and the assignment 30%. In cases that only tests are delivered throughout the semester, the Lecturer decides which two tests account for 35% each of the overall coursework grade and which one 30%.</p> <p>Class/homework and additional tests/quizzes may be used as further pieces of assessment throughout the semester by the Lecturer. Grades on these are incorporated within the two categories of reported assessment described above, and their weight in each reported grade (test or assignment) is based at the discretion of the Lecturer. In addition, class participation is taken into consideration and accounts for 5% of the final course grade.</p> <p>The form of coursework assessment analysed above aims at evaluating the acquisition of knowledge and the application of concepts and techniques by students as well as at developing their analytical and critical thinking skills in the course areas specified in the course content.</p>	Coursework	35%	Attendance & Participation	5%	Final Examination	60%	The pass mark is	50%
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Language	<b>ENGLISH</b>								



Course Title	LEGAL PRINCIPLES I				
Course Code	LAW 111				
Course Type	CORE REQUIREMENT COMPULSORY				
Level	DIPLOMA				
Year / Semester	1 <sup>ST</sup> YEAR/1 <sup>ST</sup> SEMESTER				
Teacher's Name	GEORGIA CHRISTOFIDOU				
ECTS	6	Lectures / week	3	Laboratories / week	
Course Purpose and Objectives	The purpose of this course is to introduce students to the Cyprus Judicial System. They will learn the Subordinate Courts such as the Assize and the District Courts in their criminal and civil jurisdiction along with the pre-trial procedure.				
Learning Outcomes	<ol style="list-style-type: none"><li>1. Explain Cyprus Judicial System.</li><li>2. Define Court Structure.</li><li>3. Describe the Subordinate Courts (Assize and District).</li><li>4. Describe the Procedure of Subordinate Courts (Assize and District).</li><li>5. Use Greek Terminology.</li></ol>				
Prerequisites	NONE		Required	NO	
Course Content	Introduction to Cyprus Judicial System: Historical Background  Basic knowledge: Courts of Justice Law (Law 14/1960) Civil Procedures Rules Criminal Procedure Law (Cap. 155)  Courts Structure  The Subordinate Courts  District Courts Civil and Criminal Jurisdiction Territorial Jurisdiction in civil and criminal matters Pre-Trial Procedure Definition of Parties Definition of Pleadings: Writ of Summons (O2.R1, O2.R6) Statement of Claim Defence Defence and Counter Claim,				

	<p>Defence to Counter Claim and Reply  Summons for Directions and Appendix  Discovery and Inspection  Affidavits  Ex Parte Application  By Summons Application  Objection  Judgments and orders  Appeals</p> <p>Deadlines  Way of Service  Greek Terminology</p> <p>Assize Courts  Territorial Jurisdiction  Pre-Trial Procedure  Definition of Parties  Definition of Pleadings:  Different types of Charges in Criminal Court  Affidavits  Ex Parte Application  By Summons Application  Objection  Judgments and orders  Appeals</p> <p>Deadlines  Way of Service  Greek Terminology</p> <p>Calculation of fees pertaining to trial procedures</p> <p>Use of the Legal site:  <a href="http://www.Cylaw.com">www.Cylaw.com</a></p>
Teaching Methodology	<p><u>In the Classroom:</u> Lecturers make use of whiteboards, flipcharts, overhead projector, video material and power point presentations. Students are supplied with handouts on extra or relevant material. Two Personal Computer Labs equipped with Multimedia PCs of the latest technology with the required software, scanners, printers and LCD-Projectors, satisfy the classes' requirements. All PCs are connected to the Internet, through a Broad Band High speed permanent connection using cable technology.</p> <p><u>Web Supported Learning:</u> All the teaching material and the Lecturer's presentations are uploaded on the electronic learning platform of the college as a supporting studying tool.</p> <p><u>Guest Speakers / Visits:</u> External visits to agencies or relevant industry/subject related organizations are arranged. Guest speakers that are</p>

	<p>experts in their field are invited to address the students. Students are also encouraged to visit industry players and familiarize themselves with the profession they have chosen.</p> <p><u>Teaching Methods:</u> Lectures, presentations, videos, problem and case study discussion, discussion on relevant articles, independent and private study, preparation of projects, fieldwork and group work.</p>					
Bibliography	Required Bibliography:					
		Author(s)	Title	Publisher/Year	Edition	ISBN
	1	N. Κουλούρης	ΚΥΠΡΙΑΚΗ ΠΟΛΙΤΙΚΗ ΔΙΚΟΝΟΜΙΑ	Νομική Βιβλιοθήκη	2017	978-960-622-260-3
	2	Γ.Μ. Πικής	Βασικές πτυχές κυπριακού δικαίου	Σάκκουλας	2003	960-15-0969-0
	3	N. Χατζημιχαήλ	ΒΑΣΙΚΗ ΚΥΠΡΙΑΚΗ ΝΟΜΟΘΕΣΙΑ: 39 κωδικοποιημένα νομοθετήματα όλων των κλάδων του δικαίου	Νομική Βιβλιοθήκη	2017	978-960-622-350-1
Assessment	The final course grade is made up of:					
	Coursework		35%			
	Attendance & Participation		5%			
	Final Examination		60%			
	The pass mark is		50%			
<p>The final semester grade is calculated by combining the coursework mark (weighting for 35%), the participation mark (weighting for 5%) and the final exam mark (weighting for 60%). The coursework grade of each student (35% of the final course grade) is reported through three pieces of assessment. This consists of two tests and one assignment/case study or three tests. The two tests account for 70% of the overall coursework grade and the assignment 30%. In cases that only tests are delivered throughout the semester, the Lecturer decides which two tests account for 35% each of the overall coursework grade and which one 30%.</p> <p>Class/homework and additional tests/quizzes may be used as further pieces of assessment throughout the semester by the Lecturer. Grades on these</p>						

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Language	<b>ENGLISH</b>

Course Title	LEGAL PRINCIPLES II				
Course Code	LAW 211				
Course Type	CORE REQUIREMENT COMPULSORY				
Level	DIPLOMA				
Year / Semester	2 <sup>nd</sup> YEAR / 3 <sup>rd</sup> SEMESTER				
Teacher's Name	GEORGIA CHRISTOFIDOU				
ECTS	6	Lectures / week	3	Laboratories / week	
Course Purpose and Objectives	The purpose of this course is to further students' knowledge to the Cyprus Judicial System. They will learn the Subordinate Courts (Special Courts) such as the Family Courts, the Rent Control Courts and the Labour Courts, along with the pre-trial procedure.				
Learning Outcomes	1. Describe the Subordinate Courts (Special Courts). 2. Describe the Procedure of Subordinate Courts (Special Courts). 3. Explain the Jurisdiction of Special Subordinate Courts. 4. Make use of Cylaw. 5. Use Greek terminology.				
Prerequisites	NONE		Required	NO	
Course Content	The Subordinate Courts (Special Courts)  Family Court: Jurisdiction (Divorce, Use of Matrimonial Home, Parental Care, Child Alimony, Spouse Alimony, Property Relations) Territorial Jurisdiction Pre-Trial Procedures Definition of Parties Definition of Pleadings: Different types of Originate Application in Special Courts Defence and Reply Judgments and orders  Deadlines Way of Service  Greek Terminology Basic knowledge of Applicable Law and Regulations  Rent Control Tribunals Court: Jurisdiction and Territorial Jurisdiction				

	<p>Pre-Trial Procedures  Definition of Parties  Definition of Pleadings:  Different types of Originate Application in Special Courts  Defence and Reply  Judgments and orders</p> <p>Deadlines  Way of Service</p> <p>Greek Terminology  Basic knowledge of Applicable Law and Regulations</p> <p>Industrial Disputes Tribunal Court  Territorial Jurisdiction  Pre-Trial Procedure  Definition of Parties  Definition of Pleadings:  Different types of Originate Application in Special Courts  Defence and Reply  Judgments and orders</p> <p>Deadlines  Way of Service</p> <p>Greek Terminology  Basic knowledge of Applicable Law and Regulations</p> <p>Common Pleadings:  Summons for Directions and Appendix  Discovery and Inspection  Affidavits  Ex Parte Application  By Summons Application  Objection  Appeals</p> <p>Calculation of fees pertaining to trial procedure</p> <p>Use of the Legal site:  <a href="http://www.Cylaw.com">www.Cylaw.com</a></p>
Teaching Methodology	<p><u>In the Classroom:</u> Lecturers make use of whiteboards, flipcharts, overhead projector, video material and power point presentations. Students are supplied with handouts on extra or relevant material. Two Personal Computer Labs equipped with Multimedia PCs of the latest technology with the required software, scanners, printers and LCD-Projectors, satisfy the classes' requirements. All PCs are connected to the Internet, through a Broad Band High speed permanent connection using cable technology.</p>

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Language	<b>ENGLISH</b>	



Course Title	LEGAL WRITING I				
Course Code	LAW 121				
Course Type	CORE REQUIREMENT COMPULSORY				
Level	DIPLOMA				
Year / Semester	1 <sup>ST</sup> YEAR / 2 <sup>ND</sup> SEMESTER				
Teacher's Name	MARIA PANAGIOTOU				
ECTS	6	Lectures / week	3	Laboratories / week	
Course Purpose and Objectives	The purpose of this course is to provide the necessary skills to complete and submit legal forms and pleadings to the Registrar.				
Learning Outcomes	<ol style="list-style-type: none"><li>1. Demonstrate skills in completing legal forms.</li><li>2. Use of Greek terminology.</li><li>3. Demonstrate skills in completing pleadings.</li><li>4. Prepare documents for submission to the Registrar.</li><li>5. Prepare documents for Service.</li></ol>				
Prerequisites	LAW 111 – LAW PRINCIPLES I		Required	YES	
Course Content	<p>Civil Procedures Rules</p> <p>Greek terminology</p> <p>Completion of the following legal forms:</p> <p>Form No. 1 - Writ of Summons (O. 2, R. 1).</p> <p>Form No. 2 - Specially Indorsed Writ (O. 2, R. 6).</p> <p>Form No. 3 - Indorsement for Costs (O. 2, R. 7).</p> <p>Form No. 4 - Form of Retainer given by Plaintiff (O. 2, R. 14).</p> <p>Form No. 5 - Affidavit of Service (O. 5, R. 2).</p> <p>Form No. 5A - Notice of Substantial Service (O. 5, R. 9)</p> <p>Form No. 6 - Notice of Writ for Service on non-British Defendant outside British Dominions (O. 6, R. 6).</p> <p>Form No. 7 - Request for Service in foreign country with which there is a Convention (O. 6, R. 7).</p> <p>Form No. 9 - Third-Party Notice (O. 10, R. 2).</p> <p>Form No. 11 - Endorsement on Order to carry on proceedings (O. 12, R. 5).</p> <p>Form No. 12 - Memorandum of Appearance (O. 16, R. 3).</p> <p>Form No. 12A - Form of Retainer given by Defendant (O. 16, R. 11).</p> <p>Form No. 18 - Notice to admit documents (O. 24, R. 3).</p> <p>Form No. 19 - Notice to admit facts (O. 24, R. 5).</p>				

	<p>Form No. 20 - Admission of facts, pursuant to Notice (O. 24, R. 5). Form No. 21 - Notice to produce documents at trial (O. 24, R. 8). Form No. 22 - Affidavit as to documents (O. 28, R. 2). Form No. 23 - Notice to produce documents for Inspection (O. 28, R. 7). Form No. 24 - Notice to inspect documents (O. 28, R. 8). Form No. 25 - Summons for Directions (O.30 R.1(B)) Form No. 27 - Summons to Witness (O. 32, R. 5).</p> <p>Registrar Responsibilities: Stamp Duty Copies for Service Submission of Pleadings and Legal Forms</p>																		
Teaching Methodology	<p><u>In the Classroom:</u> Lecturers make use of whiteboards, flipcharts, overhead projector, video material and power point presentations. Students are supplied with handouts on extra or relevant material. Two Personal Computer Labs equipped with Multimedia PCs of the latest technology with the required software, scanners, printers and LCD-Projectors, satisfy the classes' requirements. All PCs are connected to the Internet, through a Broad Band High speed permanent connection using cable technology.</p> <p><u>Web Supported Learning:</u> All the teaching material and the Lecturer's presentations are uploaded on the electronic learning platform of the college as a supporting studying tool.</p> <p><u>Guest Speakers / Visits:</u> External visits to agencies or relevant industry/subject related organizations are arranged. Guest speakers that are experts in their field are invited to address the students. Students are also encouraged to visit industry players and familiarize themselves with the profession they have chosen.</p> <p><u>Teaching Methods:</u> Lectures, presentations, videos, problem and case study discussion, discussion on relevant articles, independent and private study, preparation of projects, fieldwork and group work.</p>																		
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Assessment	<p>The final course grade is made up of:</p> <table><tr><td>Coursework</td><td>35%</td></tr><tr><td>Attendance &amp; Participation</td><td>5%</td></tr><tr><td>Final Examination</td><td>60%</td></tr><tr><td>The pass mark is</td><td>50%</td></tr></table> <p>The final semester grade is calculated by combining the coursework mark (weighting for 35%), the participation mark (weighting for 5%) and the final exam mark (weighting for 60%). The coursework grade of each student (35% of the final course grade) is reported through three pieces of assessment. This consists of two tests and one assignment/case study or three tests. The two tests account for 70% of the overall coursework grade and the assignment 30%. In cases that only tests are delivered throughout the semester, the Lecturer decides which two tests account for 35% each of the overall coursework grade and which one 30%.</p> <p>Class/homework and additional tests/quizzes may be used as further pieces of assessment throughout the semester by the Lecturer. Grades on these are incorporated within the two categories of reported assessment described above, and their weight in each reported grade (test or assignment) is based at the discretion of the Lecturer. In addition, class participation is taken into consideration and accounts for 5% of the final course grade.</p> <p>The form of coursework assessment analysed above aims at evaluating the acquisition of knowledge and the application of concepts and techniques by students as well as at developing their analytical and critical thinking skills in the course areas specified in the course content.</p>						Coursework	35%	Attendance & Participation	5%	Final Examination	60%	The pass mark is	50%
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Course Title	LEGAL WRITING II				
Course Code	LAW 225				
Course Type	CORE REQUIREMENT COMPULSORY				
Level	DIPLOMA				
Year / Semester	2 <sup>ND</sup> YEAR / 4 <sup>TH</sup> SEMESTER				
Teacher's Name	MARIA PANAGIOTOU				
ECTS	6	Lectures / week	3	Laboratories / week	
Course Purpose and Objectives	The purpose of this course is to provide the necessary skills to complete and submit legal forms and pleadings to the Registrar and other public authorities.				
Learning Outcomes	<ol style="list-style-type: none"><li>1. Demonstrate skills in completing legal forms and pleadings.</li><li>2. Use of Greek terminology.</li><li>3. Prepare documents for submission to the Registrar and public authorities.</li><li>4. Prepare documents for Service.</li><li>5. Prepare and submit the calculation of fees pertaining to trial procedure.</li></ol>				
Prerequisites	LAW 211 – LAW PRINCIPLES II	Required		YES	
Course Content	<p>Civil Procedures Rules</p> <p>Greek terminology</p> <p>Completion of the following legal forms:</p> <p>Form No. 35 - Jurat on Affidavit (O. 39, R. 10).</p> <p>Form No. 37 - Affidavit on Application to Land Registry Office under section 101 of the Civil Procedure Law, Cap. 7. (O. 42, R. 5).</p> <p>Form No. 38 - Notice to Judgment Debtor under section 101 of the Civil Procedure Law, Cap. 7. (O.42, R. 5).</p> <p>Form No. 39C - Affidavit in support of Application for Writ Of Possession (O. 43.A, R. 1).</p> <p>Form No. 39D - Writ of Possession (O. 43a, R. 1).</p> <p>Form No. 39E - Writ of Delivery (O. 43(3, R.1).</p> <p>Form No. 45 - Application made Ex Parte (O. 48, R. 2).</p> <p>Form No. 46 - Application by Summons (O. 48, R. 2).</p> <p>Form No. 52 - Amended title of Proceedings (O. 63, R. 2).</p>				

	<p>Drafting of Originate Applications in Special courts</p> <p>Registrar Responsibilities: Stamp Duty Copies for Service Lodging of Pleadings and Legal Forms Issuing Orders, Decisions and Court Records Court Warranties Preparing and submitting the calculation of fees pertaining to trial procedure</p> <p>Land Registry procedure: Forms N54, N55, N56, N57, N58</p>																		
Teaching Methodology	<p><u>In the Classroom:</u> Lecturers make use of whiteboards, flipcharts, overhead projector, video material and power point presentations. Students are supplied with handouts on extra or relevant material. Two Personal Computer Labs equipped with Multimedia PCs of the latest technology with the required software, scanners, printers and LCD-Projectors, satisfy the classes' requirements. All PCs are connected to the Internet, through a Broad Band High speed permanent connection using cable technology.</p> <p><u>Web Supported Learning:</u> All the teaching material and the Lecturer's presentations are uploaded on the electronic learning platform of the college as a supporting studying tool.</p> <p><u>Guest Speakers / Visits:</u> External visits to agencies or relevant industry/subject related organizations are arranged. Guest speakers that are experts in their field are invited to address the students. Students are also encouraged to visit industry players and familiarize themselves with the profession they have chosen.</p> <p><u>Teaching Methods:</u> Lectures, presentations, videos, problem and case study discussion, discussion on relevant articles, independent and private study, preparation of projects, fieldwork and group work.</p>																		
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	3	Κυριάκος Κυριακίδης	Αιτήσεις Επαρχιακού Δικαστηρίου		2011	5 292499 190798								
	4	Σωτήρη Αθ. Λιασίδη	«ΟΙΚΟΓΕΝΕΙΑΚΟ ΔΙΚΑΙΟ-ΤΟΜΟΣ IV» Υποδείγματα Αιτήσεων (Εναρκτήριων-Ενδιάμεσων) Υπερασπίσεων, Ενστάσεων, Ειδοποιήσεων, Γνωστοποιήσεων, Ενόρκων Δηλώσεων, Θεωρία, Νομοθεσία, Νομολογία, Πρακτική		2008	978-9963-9203-4-1								
Assessment	<p>The final course grade is made up of:</p> <table><tr><td>Coursework</td><td>35%</td></tr><tr><td>Attendance &amp; Participation</td><td>5%</td></tr><tr><td>Final Examination</td><td>60%</td></tr><tr><td>The pass mark is</td><td>50%</td></tr></table> <p>The final semester grade is calculated by combining the coursework mark (weighting for 35%), the participation mark (weighting for 5%) and the final exam mark (weighting for 60%). The coursework grade of each student (35% of the final course grade) is reported through three pieces of assessment. This consists of two tests and one assignment/case study or three tests. The two tests account for 70% of the overall coursework grade and the assignment 30%. In cases that only tests are delivered throughout the semester, the Lecturer decides which two tests account for 35% each of the overall coursework grade and which one 30%.</p> <p>Class/homework and additional tests/quizzes may be used as further pieces of assessment throughout the semester by the Lecturer. Grades on these are incorporated within the two categories of reported assessment described above, and their weight in each reported grade (test or assignment) is based at the discretion of the Lecturer. In addition, class participation is taken into consideration and accounts for 5% of the final course grade.</p> <p>The form of coursework assessment analysed above aims at evaluating the acquisition of knowledge and the application of concepts and techniques by students as well as at developing their analytical and critical thinking skills in</p>						Coursework	35%	Attendance & Participation	5%	Final Examination	60%	The pass mark is	50%
Coursework	35%													
Attendance & Participation	5%													
Final Examination	60%													
The pass mark is	50%													

	the course areas specified in the course content.
Language	<b>ENGLISH</b>

Course Title	JURISDICTION OF THE SUPREME COURT OF CYPRUS				
Course Code	LAW 222				
Course Type	CORE REQUIREMENT OPTIONAL				
Level	DIPLOMA				
Year / Semester	2 <sup>ND</sup> YEAR / 4 <sup>TH</sup> SEMESTER				
Teacher's Name	GEORGIOS MAVROGIANNIS				
ECTS	6	Lectures / week	3	Laboratories / week	
Course Purpose and Objectives	This purpose this course is to introduce students to the Jurisdiction of the Supreme Court of Cyprus. Students will learn the different types of the jurisdiction of the Supreme Court, the procedures followed and the pleadings.				
Learning Outcomes	<ol style="list-style-type: none"><li>1. Explain what Constitution is.</li><li>2. Explain the types of the Jurisdiction to the Supreme Court.</li><li>3. Define Appellate Court and Administrative Court.</li><li>4. Explain the Pre-Trial Procedures.</li><li>5. Use of Greek terminology.</li></ol>				
Prerequisites	LAW 111 – LEGAL PRINCIPLES I		Required	YES	
Course Content	<p>What is meant by the term Constitution? Historical Background</p> <p>Basic knowledge: Constitution of the Republic of Cyprus Article 146 of the Constitution</p> <p>Constitution of Supreme Court Structure of the Supreme Court Original and Appellate Jurisdiction of the Supreme court</p> <p>Appellate Court: Pre-Trial Procedure Definition of Parties Definition of Pleadings Deadlines Way of Service Greek Terminology</p>				



	<p>Review of Administrative decisions: The new Administrative Court Pre-Trial Procedure Definition of Parties Definition of Pleadings Deadlines Way of Service Greek Terminology</p> <p>Prerogative Writs: Definition of Habeas Corpus Definition of Mandamus Definition of Certiorari Definition of Quo Warranto Definition of Prohibition</p>																		
Teaching Methodology	<p><u>In the Classroom:</u> Lecturers make use of whiteboards, flipcharts, overhead projector, video material and power point presentations. Students are supplied with handouts on extra or relevant material. Two Personal Computer Labs equipped with Multimedia PCs of the latest technology with the required software, scanners, printers and LCD-Projectors, satisfy the classes' requirements. All PCs are connected to the Internet, through a Broad Band High speed permanent connection using cable technology.</p> <p><u>Web Supported Learning:</u> All the teaching material and the Lecturer's presentations are uploaded on the electronic learning platform of the college as a supporting studying tool.</p> <p><u>Guest Speakers / Visits:</u> External visits to agencies or relevant industry/subject related organizations are arranged. Guest speakers that are experts in their field are invited to address the students. Students are also encouraged to visit industry players and familiarize themselves with the profession they have chosen.</p> <p><u>Teaching Methods:</u> Lectures, presentations, videos, problem and case study discussion, discussion on relevant articles, independent and private study, preparation of projects, fieldwork and group work.</p>																		
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			κωδικοποιημένα νομοθετήματα όλων των κλάδων του δικαίου			
	Recommended Further Bibliography:					
		Author(s)	Title	Publisher/Year	Edition	ISBN
	1	Ανδρέας Νικόλα Λοίζου	Σύνταγμα Κυπριακής Δημοκρατίας	KAI/AA	2001	9963-8654-0-2
Assessment	<p>The final course grade is made up of:</p> <p>Coursework 35%</p> <p>Attendance &amp; Participation 5%</p> <p>Final Examination 60%</p> <p>The pass mark is 50%</p> <p>The final semester grade is calculated by combining the coursework mark (weighting for 35%), the participation mark (weighting for 5%) and the final exam mark (weighting for 60%). The coursework grade of each student (35% of the final course grade) is reported through three pieces of assessment. This consists of two tests and one assignment/case study or three tests. The two tests account for 70% of the overall coursework grade and the assignment 30%. In cases that only tests are delivered throughout the semester, the Lecturer decides which two tests account for 35% each of the overall coursework grade and which one 30%.</p> <p>Class/homework and additional tests/quizzes may be used as further pieces of assessment throughout the semester by the Lecturer. Grades on these are incorporated within the two categories of reported assessment described above, and their weight in each reported grade (test or assignment) is based at the discretion of the Lecturer. In addition, class participation is taken into consideration and accounts for 5% of the final course grade.</p> <p>The form of coursework assessment analysed above aims at evaluating the acquisition of knowledge and the application of concepts and techniques by students as well as at developing their analytical and critical thinking skills in the course areas specified in the course content.</p>					
Language	<b>ENGLISH</b>					

## ANNEX C.1 ORIGINAL STRUCTURE OF THE PROGRAMME

**LEGAL ASSISTANT**, 2 years / 120 ECTS, Diploma, plus an optional foundation year

<b>1<sup>ST</sup> SEMESTER</b>				<b>30 ECTS</b>
1	ENG 103	ACADEMIC WRITING	R	6
2	CSC 101	ICT I	R	6
3	LAW 111	INTRODUCTION TO LAW & PARALEGAL STUDIES	R	6
4	SEC 114	LAW OFFICE PROCEDURES I	R	6
5	SEC 211	ENGLISH TYPEWRITING I	R	6
<b>2<sup>ND</sup> SEMESTER</b>				<b>30 ECTS</b>
1	ACC 101	ACCOUNTING I	R	6
2	SEC 123	LAW OFFICE PROCEDURES II	R	6
3	SEC 221	ENGLISH TYPEWRITING II	R	6
4	LAW 121	COURTS OF JUSTICE LAW I	R	6
5		ONE OPTIONAL SUBJECT FROM TABLE A	R	6
<b>3<sup>RD</sup> SEMESTER</b>				<b>30 ECTS</b>
1	LAW 213	COURTS OF JUSTICE II	R	6
2	LAW 214	FUNDAMENTALS OF CORPORATE LAW	R	6
3	LAW 215	LEGAL WRITING & RESEARCH	R	6
4		ONE OPTIONAL SUBJECT FROM TABLE B	R	6
5		ONE OPTIONAL SUBJECT FROM TABLE C	R	6
<b>4<sup>TH</sup> SEMESTER</b>				<b>30 ECTS</b>
1	LAW 222	JURISDICTION OF THE SUPREME COURT OF CYPRUS	R	6
2	SEC 222	OFFICE ETHICS AND BEHAVIOUR	R	6
3	LAW 223	FUNDAMENTALS OF THE LAW OF CONTRACT	R	6
4		ONE OPTIONAL SUBJECT FROM TABLE B	R	6

5		ONE OPTIONAL SUBJECT FROM TABLE C	R	6
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R stands for required

<b>TABLE A General Education Requirements Optional subjects</b>			
	<b>Code</b>		<b>ECTS</b>
1	CSC 102	ICT II	6
2	MAT 102	BUSINESS MATHS	6
3	ECO 101	MICROECONOMICS	6
4	MKT 120	PUBLIC RELATIONS	6
5	BUS 102	BUSINESS COMMUNICATIONS	6

<b>TABLE B Core Requirements Optional subjects</b>			
	<b>Code</b>		<b>ECTS</b>
1	SEC 111	GREEK TYPEWRITING I	6
2	SEC 121	GREEK TYPEWRITING II	6
3	LAW 216	FUNDAMENTALS OF LAND LAW	6
4	LAW 217	FUNDAMENTALS OF THE LAW OF SUCCESSION	6

<b>TABLE C Free Electives Optional subjects</b>			
	<b>Code</b>		<b>ECTS</b>
1	MGR 101	MODERN GREEK I	6
2	MGR 102	MODERN GREEK II	6
3	SPA 101	SPANISH I	6
4	SPA 102	SPANISH II	6
5	ENG 110	ADVANCED ENGLISH	6
6	LIB 117	CULTURAL GEOGRAPHY	6

## ANNEX C.2 REVISED STRUCTURE OF THE PROGRAMME

**LEGAL ASSISTANT**, 2 years / 120 ECTS Diploma plus an optional foundation year

<b>1<sup>ST</sup> SEMESTER</b>				<b>30 ECTS</b>
1	CSC 101	ICT I	R	6
2	ENG 103	ACADEMIC WRITING	R	6
3	LAW 111	LEGAL PRINCIPLES I	R	6
4	SEC 114	LAW OFFICE PROCEDURES I	R	6
5	SEC 211	ENGLISH TYPEWRITING I	R	6
<b>2<sup>ND</sup> SEMESTER</b>				<b>30 ECTS</b>
1	ACC 101	ACCOUNTING I	R	6
2	LAW 121	LEGAL WRITING I	R	6
3	SEC 123	LAW OFFICE PROCEDURES II	R	6
4	SEC 221	ENGLISH TYPEWRITING II	R	6
5		ONE OPTIONAL SUBJECT FROM TABLE A	R	6
<b>3<sup>RD</sup> SEMESTER</b>				<b>30 ECTS</b>
1	LAW 211	LEGAL PRINCIPLES II	R	6
2	LAW 214	FUNDAMENTALS OF CORPORATE LAW	R	6
3	SEC 222	OFFICE ETHICS AND BEHAVIOUR	R	6
4		ONE OPTIONAL SUBJECT FROM TABLE C	R	6
5		ONE OPTIONAL SUBJECT FROM TABLE B	R	6
<b>4<sup>TH</sup> SEMESTER</b>				<b>30 ECTS</b>
1	LAW 217	FUNDAMENTALS OF THE LAW OF SUCCESSION	R	6
2	LAW 223	FUNDAMENTALS OF THE LAW OF CONTRACT	R	6
3	LAW 225	LEGAL WRITING II	R	6
4		ONE OPTIONAL SUBJECT FROM TABLE B	R	6
5		ONE OPTIONAL SUBJECT FROM TABLE C	R	6

<b>TABLE A General Education Requirements Optional subjects</b>			
	<b>Code</b>		<b>ECTS</b>
1	CSC 102	ICT II	6
2	ECO 101	MICROECONOMICS	6
3	MKT 120	PUBLIC RELATIONS	6
4	BUS 102	BUSINESS COMMUNICATIONS	6

<b>TABLE B Core Requirements Optional subjects</b>			
	<b>Code</b>		<b>ECTS</b>
1	SEC 111	GREEK TYPEWRITING I	6
2	SEC 121	GREEK TYPEWRITING II	6
3	LAW 216	FUNDAMENTALS OF THE LAW OF THE MENTAL PATIENTS	6
4	LAW 222	JURISDICTION OF THE SUPREME COURT OF CYPRUS	6

<b>TABLE C Free Electives Optional subjects</b>			
	<b>Code</b>		<b>ECTS</b>
1	LIB 105	CYPRIOIOT STUDIES	6
3	SPA 101	SPANISH I	6
4	SPA 102	SPANISH II	6
5	ENG 110	ADVANCED ENGLISH	6
6	LIB 117	CULTURAL GEOGRAPHY	6

## ANNEX D PRE-AGREEMENTS



Andreas Papathomas Ltd Owners of CTL Eurocollege  
118, Spyros Kyprianou Ave., 3077 Limassol

### PRE - A G R E E M E N T

#### BASIC CONDITIONS FOR EMPLOYMENT OF FULL-TIME FACULTY PERSONNEL

The present PRE- AGREEMENT is made between Andreas Papathomas Ltd, owners of CTL Eurocollege, a Higher Education Institution incorporated under the laws of the Republic of Cyprus, having its principal place of operations in Limassol (the "Employer"); and **GEORGIOS MAVROGIANNIS ID A1688241** (the "Employee").

The Employee desires to render his services and the Employer desires to obtain the benefit of such services on the terms and conditions set below.

##### 1. Employment

The Employee agrees that he will at all times faithfully, academically, and to the best of his skills, ability and experience, perform all of the duties required of his position. In carrying out these duties and responsibilities, the Employee shall comply with all Employer's policies, procedures, rules and regulations, both written and oral, as are announced by the Employer from time to time. It is also understood and agreed to by the Employee that his duties and responsibilities and reporting arrangements may be changed by the Employer in its sole discretion without causing termination of this pre-agreement.

##### 2. Position Title

As a **Part Time Lecturer**, the Employee is required to perform the following teaching duties for the programme of study **Legal Assistant (2-Year Diploma)** and undertake the following responsibilities in a professional manner. The Employee will teach:

- |   |          |
|---|----------|
| (a) LAW 223 - Fundamentals of the Law of Contract         | (6 ECTS) |
| (b) LAW 214 - Fundamentals of Corporate Law               | (6 ECTS) |
| (c) LAW 222 - Jurisdiction of the Supreme Court of Cyprus | (6 ECTS) |



Andreas Papathomas Ltd Owners of CTL Eurocollege  
118, Spyros Kyprianou Ave., 3077 Limassol

### 3. Compensation

- (a) As full compensation for the teaching services provided the employee shall be paid a gross hourly rate as agreed. Such payment shall be subject to normal statutory deductions by the Employer.
- (b) The hourly compensation shall be reviewed as per the prevailing situations on an annual basis.
- (c) The reasonable authorized expenses arising out of the employment shall be reimbursed on the provision of appropriate receipts.

### 4. Entire Pre- Agreement

This pre-agreement contains the entire agreement between the parties, superseding in all respects any and all prior oral or written agreements or understandings pertaining to the employment of the Employee by the Employer.

### 5. Validation of the Pre-Agreement

This pre-agreement will be valid based on the requirements that the Legal assistant 2 Years Diploma will be offered in the Academic Year 2018/19.

On Behalf of the Employer  
Andreas Papathomas Ltd

The Employee  
I hereby confirm and accept the Duties and  
Responsibilities assigned to me and the  
Conditions of the Agreement.

Signature

Signature

Lakis Papathomas  
Director of Administration  
The CTL Eurocollege

Name

Date: 4/6/2018

Date: 4/6/2018





Andreas Papathomas Ltd Owners of CTL Eurocollege  
118, Spyros Kyprianou Ave., 3077 Limassol

## PRE - A G R E E M E N T

### BASIC CONDITIONS FOR EMPLOYMENT OF FULL-TIME FACULTY PERSONNEL

The present PRE- AGREEMENT is made between Andreas Papathomas Ltd, owners of CTL Eurocollege, a Higher Education Institution incorporated under the laws of the Republic of Cyprus, having its principal place of operations in Limassol (the "Employer"); and **GEORGIA CHRISTOFIDOU, ID 954562** (the "Employee").

The Employee desires to render her services and the Employer desires to obtain the benefit of such services on the terms and conditions set below.

#### 1. Employment

The Employee agrees that she will at all times faithfully, academically, and to the best of her skills, ability and experience, perform all of the duties required of her position. In carrying out these duties and responsibilities, the Employee shall comply with all Employer's policies, procedures, rules and regulations, both written and oral, as are announced by the Employer from time to time. It is also understood and agreed to by the Employee that her duties and responsibilities and reporting arrangements may be changed by the Employer in its sole discretion without causing termination of this pre-agreement.

#### 2. Position Title

As a **Part Time Lecturer**, the Employee is required to perform the following teaching duties for the programme of study **Legal Assistant (2-Year Diploma)** and undertake the following responsibilities in a professional manner. The Employee will teach:

- |                                   |          |
|-----------------------------------|----------|
| (a) LAW 111 – Legal Principles I  | (6 ECTS) |
| (b) LAW 211 – Legal Principles II | (6 ECTS) |



Andreas Papathomas Ltd Owners of CTL Eurocollege  
118, Spyros Kyprianou Ave., 3077 Limassol

### 3. Compensation

- (a) As full compensation for the teaching services provided the employee shall be paid a gross hourly rate as agreed. Such payment shall be subject to normal statutory deductions by the Employer.
- (b) The hourly compensation shall be reviewed as per the prevailing situations on an annual basis.
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This pre-agreement contains the entire agreement between the parties, superseding in all respects any and all prior oral or written agreements or understandings pertaining to the employment of the Employee by the Employer.

### 5. Validation of the Pre-Agreement

This pre-agreement will be valid based on the requirements that the Legal Assistant, 2 Years Diploma will be offered in the Academic Year 2018/19.

On Behalf of the Employer  
Andreas Papathomas Ltd

The Employee  
I hereby confirm and accept the Duties and  
Responsibilities assigned to me and the  
Conditions of the Agreement

Signature

Signature \_\_\_\_\_

Lakis Papathomas  
Director of Administration  
The CTL Eurocollege

Name \_\_\_\_\_

Date: 7/6/2018

Date: 7/6/2018