**Doc. 300.1.2**

Higher Education Institution’s response

Date: ……………………………

* **Higher education institution:**

City Unity College

* **Town:** Nicosia, Cyprus
* **Programme of study (Name, ECTS, duration, cycle)**

**In Greek:**

**In English:** Domestic Personal Assistant

Diploma, 126 ECTS, 2 years

* **Language of instruction:** English and Greek
* **Programme’s status**

**New programme:** NEW

**Currently operating:** ……………

ΚΥΠΡΙΑΚΗ ΔΗΜΟΚΡΑΤΙΑ

republic of cyprus

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| The present document has been prepared within the framework of the authority and competencies of the Cyprus Agency of Quality Assurance and Accreditation in Higher Education, according to the provisions of the “Quality Assurance and Accreditation of Higher Education and the Establishment and Operation of an Agency on Related Matters Laws of 2015 and 2016” [Ν. 136 (Ι)/2015 and Ν. 47(Ι)/2016]. |

1. **Guidelines on content and structure of the report**

* *The Higher Education Institution (HEI) based on the External Evaluation Committee’s (EEC’s) evaluation report (Doc.300.1.1) must justify whether actions have been taken in improving the quality of the programme of study in each assessment area.*
* *In particular, under each assessment area, the HEI must respond on, without changing the format of the report:*
* *the findings, strengths, areas of improvement and recommendations of the EEC*
* *the deficiencies noted under the quality indicators (criteria)*
* *the conclusions and final remarks noted by the EEC*
* *The HEI’s response must follow below the EEC’s comments, which must be copied from the external evaluation report (Doc. 300.1.1).*
* *In case of annexes, those should be attached and sent on a separate document.*

1. **Study programme and study programme’s design and development**

(*ESG 1.1, 1.2, 1.8, 1.9*)

We appreciate that the External Evaluation Committee (EEC) has praised as **fully compliant** the programme design and development

The industrial training monitoring is supervised by the Internship Coordinator specifically appointed for this program and purpose; log books are kept and close contact is established with employers

1. **Teaching, learning and student assessment** (*ESG 1.3*)

We appreciate that the External Evaluation Committee (EEC) has praised as **fully compliant** our teaching, learning and student assessment methodology

The nutritional element of module CDPA 214 has been made more specific (revised syllabus attached, ***Appendix I***)

Assessment methods have been made more specific and module-oriented (Sample Course Outline is attached)

1. **Teaching Staff** (*ESG 1.5*)

We appreciate that the External Evaluation Committee (EEC) has praised as **fully compliant** our teaching staff.

Staff development activities are in place through Erasmus exchange programs, participation in seminars organized by the College, as well as external ones.

Mr. George Markatos is the Internship Coordinator.

1. **Students** (*ESG 1.4, 1.6, 1.7*)

We appreciate that the External Evaluation Committee (EEC) has praised as **fully compliant** our student policies and procedures.

A special announcements section is present on the LMS (relevant screenshot attached, ***Appendix II***)

1. **Resources** (*ESG 1.6*)

We appreciate that the External Evaluation Committee (EEC) has praised as **fully compliant** our resources in terms of technological equipment and library resources

The Cardiff Metropolitan University educational databases are available to all City Unity College students

1. **Additional for distance learning programmes** *(ALL ESG)* ***NOT APPLICABLE***
2. **Additional for doctoral programmes** *(ALL ESG)* ***NOT APPLICABLE***
3. **Additional for joint programmes** *(ALL ESG)* ***NOT APPLICABLE***
4. **Conclusions and final remarks**

We sincerely thank the External Evaluation Committee (EEC) for the very positive Report that reflects the efforts and considerable investment undertaken by the College to set up this Programme of Study that is extremely useful for the domestic market in Cyprus and abroad

This effort is related both to the infrastructure as well as to the Human resources in which we have heavily invested.

The College has identified the need for offering this program which combines theoretical and practical education in a domain very crucial for the economy of Cyprus.

1. We also highlight that the **students’ voice** is heard through their participation in the: Academic, Faculty / Administrative, Student Affairs, Student Union and Disciplinary Committees, therefore their ‘voice’ is indeed heard and encouraged and through the ‘open doors’ policy and Advisors system students have all the necessary forums to express their opinion, suggestions and concerns.
2. Complying with the EEC’s suggestion we have made more specific the nutritional content of the Nutrition module CDPA214 to specifically cover the **requirements of children and elderly people** (the revised syllabus is attached, ***Appendix I***)
3. As far as the **PILOs** (program learning outcomes) **and CILOs** (course learning outcomes)are concernedwe share theEEC’s recommendation therefore we have revised the syllabi (herewith attached, ***Appendices III, IV, V)***
4. Additionally, the **assessments** specific methods for each module are outlined in detail in the course outlines which are given to the students on the 1st day of lectures and uploaded on the intranet for easy reference (herewith attaching sample of Course Outline, ***Appendix VI***)
5. As for **the student progression**, we will consider it in future developments of the program, which in any case was designed as a stand-alone program at this stage.

In conclusion we look forward in receiving the final decision on this program and we thank again the EEC for the very professional way the Site Visit was conducted.

1. **Higher Education Institution academic representatives**

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| *Name* | *Position* | *Signature* |
| Constantinos Charalambous | Provost |  |
| George Markatos | Program Coordinator |  |
| Georgia Mouzoura | QA / Lecturer |  |
| Constantinos Constantinou | Program Leader / Lecturer |  |
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Date: 21.8.2019