

Doc. 300.1.3

Date: .....

# Feedback report from EEC experts

- **Higher education institution:**

KES COLLEGE

- **Town:** Nicosia

- **Programme of study (Name, ECTS, duration, cycle)**

**In Greek:** “Αισθητική και Διαχείριση Μονάδων Αισθητικής (4 Έτη/240 ECTS, Πτυχίο)”

**In English:** Beauty Therapy and Beauty Therapy Units Management (4 years, BSc)

- **Language of instruction:** Greek.

- **Programme’s status**

**New programme:** .....

**Currently operating:** ..... √.....

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” [N. 136 (I)/2015 and N. 47(I)/2016].

#### A. External Evaluation Committee (EEC)

<i>Name</i>	<i>Position</i>	<i>University</i>
<b>Kalliopi Dodou</b>	chair	University of Sunderland
<b>Evangelia Protopapa</b>	member	Technological Educational Institute of Athens, Greece
<b>Zeeshan Ahmad</b>	member	De Montfort University
<b>Fani Nicolaidou</b>	member	member of the Professional Association

#### B. Guidelines on content and structure of the report

- *The EEC based on the external evaluation report (Doc.300.1.1) and the Higher Education Institution’s response (Doc.300.1.2), must justify whether actions have been taken in improving the quality of the programme of study in each assessment area.*
- *Below each assessment area the EEC must circle the degree of compliance.*

## **1. INTRODUCTION**

**1.1** *The staff peer-review is coordinated by the Education Officer (who must be a PhD holder) and there is currently a vacancy for this post (page 5).*

### **Actions taken by KES college**

The College informs the CY.Q.A.A that it has already proceeded to the appointment of an Education Officer holding a PhD in Education who has officially undertake her duties and responsibilities since February 1, 2019.

**1.2.** *The 200.1 was written in English and in sufficient detail. However, there have been some minor translation errors on the document (from Greek to English) which were pointed out by the EEC (page 6).*

### **Actions taken by KES college**

All the errors that have been pointed out by EEC in the English translation of the Application have been corrected.

**Please circle one of the following:**

~~Non-compliant~~      ~~Partially compliant~~      ~~Substantially compliant~~      **Fully compliant**

**EEC:** *The translation to English is now mostly accurate. One minor correction on p. 114 is “aesthetic” instead of “aesthetical”.*

## **2. FINDINGS OF THE EXTERNAL EVALUATION COMMITTEE**

### **ORGANIZATION OF TEACHING WORK**

**2.1.** *The EEC noticed that the teaching hours were only in the morning and students did not have classes in the afternoon. The student rep (part of the ECC) pointed out that this is not aligned with BSc teaching hours at the University of Cyprus where students attend morning and afternoon. The EEC can confirm that this is not aligned with BSc standards at an international level either (page 6).*

#### **Actions taken by KES college**

The College organizes morning and/or afternoon classes. Therefore, the teaching time of the courses of each Program may be either in the morning or in the afternoon. Also, provision is made to offer the courses of each group on specific days of the week so as to be more convenient for students who may wish to study on a part-time basis.

## TEACHING

- 2.2. *It was clarified that the Chemistry, Physics, Cosmetology modules do not include lab classes where students conduct experiments and collect data; instead, there are demonstrations of selected experiments by the teaching staff.*

*The EEC would like to suggest that science modules such as Chemistry, Physics, Cosmetology are accompanied by few simple practical classes where the students can collect data. Eg. pH titrations, formulation of emulsions, preparation of creams (semisolid emulsions) etc, considering that KES College has suitable science labs (page 7).*

### **Actions taken by KES college**

*Based on the recommendation of the EEC, the Department of Curriculum Design in collaboration with the Program of Study Coordinator proceeded to the review of the content of the curricula of the courses "CHEM 103 / Principles of Chemistry", "PHYS 101 / Principles of Physics" and "CHEM 105 / Cosmetology" by adding laboratory content related to simple practical activities.*

*In Annex "1", the curricula of the Program's courses are presented. Please see the additions made as they listed in the curricula of the above courses. Additions are indicated in yellow highlighted colour.*

*In Annex 2 the newly modified structure of the program is presented, which it mainly concerns the change of course codes where those were made.*

- 2.3. *The EEC recommended that the "Thesis" module on the 4th year of studies should be revised to include Practical on the Course Type, so as to be aligned with the BSc level requirement for a final year research project module (page 7).*

### **Actions taken by KES college**

*The Department of Curriculum Design in collaboration with the Coordinator of the Program has proceeded to the necessary changes in the curriculum of the course "PROJ409 /Thesis" after the establishment of the EEC and the Practical part has been included in the course type.*

*Please see "Annex 1" for the additions made as they listed in the curricula of the above courses. Additions are indicated in yellow highlighted colour.*

**Please circle one of the following:**

*Non-compliant*

*Partially compliant*

*Substantially compliant*

*Fully compliant*

**EEC:** *It is not clear what KES college has added to this module apart from the word "Practical" on the description. The EEC would like to have more information on the nature of practical classes KES College envisages on incorporating.*

## TEACHING PERSONNEL

- 2.4. *The EEC has been informed that staff who teach at HE institutions must have at least one qualification higher than the one they teach. Based on this law, the EEC noticed that 4 of the staff are educated only at BSc level and therefore they are not qualified to teach at the same (BSc) level (page 7).*

### *KES College's position*

*Based on the "Higher Education Institutions Law 1996 to 2013" Article 16 (2): "The teaching personnel of each private school, by a percentage of not less than 70%, must hold a recognized academic qualification which is one level higher than the level of the program they teach. The remaining 30% may hold an equal or equivalent professional qualification"*

*The percentage of the teaching personnel of the particular Program which has equal professional qualifications is up to 15% and therefore falls within the scope of the existing legislation.*

### **Please circle one of the following:**

*Non-compliant* — *Partially compliant* — *Substantially compliant* — ***Fully compliant***

***EEC: The EEC is satisfied with the above response from KES College.***

## STUCTURE AND CONTENT OF THE PROGRAM OF STUDIES

- 2.5. *The EEC noticed discrepancies on the module titles, teaching periods and week numbers between the submitted 200.1 document for Evaluation and the advertising brochure 2018/19. The correct titles must be clarified to the EEC and must be corrected to appear consistently in all documents. For example:*

*Semester 3: The module title is "Endocrinology" on the brochure and "Aesthetic Endocrinology" on the 200.1 doc. Looking on the module descriptor there is no reference of Aesthetic endocrinology. Also there are different teaching periods/ECTS values: 3/5 on the brochures and 2/3 on the 200.1 document.*

*Semester 5: The module "Health and Safety at work" has similar discrepancies.*

*Semester 7: the module "Botanology" etc, etc*

*The EEC recommends that the Program team checks carefully ALL modules in the brochure and the 200.1 doc and explains to the EEC which are the correct ones, as there are mistakes in most of them (not only those listed above).*

*The Manicure Pedicure module is on Semester 5 on the brochure and on Semester 3 on the 200.1 doc. This has an implication on the coherence of the syllabus (σ.8)*

### *KES College's position*

*The differences identified by the EEC regarding the names of the courses and the teaching periods between the submitted application and the Study Guide 2018-2019 (to which it is*

subsequently referred to) are due to the fact that the submitted application presents a new, improved version of the Program which will be implemented **after** the approval of the CY.Q.A.A. In the Study Guide the current version of the Program which is currently implemented is presented

- 2.6. On Dermatology I, there should be more detail on nail disorders (eg viral, yeast, bacterial infections) to ensure students are aware of the risks involved and therefore of the correct procedures that must be followed for manicure and pedicure (page 8).

#### **Actions taken by KES college**

The curriculum of the course "MEDI105 Dermatology I" has been modified to include the above recommendations.

Please see "Annex 1" for the additions made as they listed in the curricula of the above courses. Additions are indicated in yellow highlighted colour.

- 2.7 All modules should indicate "Prerequisite" and "Required" as evidence of the coherence of the syllabus (page 8).

#### **Actions taken by KES college**

The College has added prerequisite courses to courses where it was indicated.

Please see "Annex 1" for the curricula of the courses that prerequisite courses were added. Additions appear in the "Prerequisites" field in yellow highlighted colour.

## **RESEARCH WORK AND SYNERGIES WITH TEACHING**

- 2.8. The KES College has a Research Centre. This is a new initiative and all projects are currently being funded internally by the College. There has been an effort to start collaborations with relevant companies. eg 21 students were actively involved in a survey project (300 questionnaires) with a makeup company (page 10).

#### **KES College's position**

Based on the above recommendation of the EEC, the College informs that, in addition to the internal funding of the research activities, there are also funds from external funding such as companies / organizations interested in specific applied research topics relevant to the activities of the research project.

The KES Research Center collaborates with KES College, but remains an independent research organization.

- 2.9 The Director of the Research Centre explained to the EEC that there is an intention to create a synergy with Teaching on the BSc. This synergy can be incorporated to the Thesis module on year 4. This will enable all staff supervising Thesis projects to be supported by the Research Centre.

#### **Actions taken by KES College**



supervising staff will have the support of the KES Research Center and the data collected in the context of the Center's research programs will be made available to students for use during their work on the basis of its operating regulations.

The Director of the KES Research Center, explained to the EEC that it is intended to create a synergy with the teaching personnel of the under evaluation Program of Study. Synergy can be incorporated into the "PROJ409 THESIS" course of the 8th semester of the fourth year of the Program. This will allow all members of the teaching personnel supervising the dissertations to have support from the KES Research Center.

**2.10** Statistical analysis skills (SPSS) should be incorporated on the IT module to enable students to analyse their collected data

#### **Actions taken by KES College**

The curriculum of the course "PROJ322 Research Methodology" (in the application referred to as "PRCT322 Research Methodology") has been modified by adding the basic knowledge and skills needed for the use of the SPSS Statistical Program, while the teaching hours of the course were increased from two to three (please see Annex "2").

Please see in Annex "1" the modified curriculum of the course "PROJ322 Research Methodology".

**2.11** The bibliography of the module could be enriched with peer-reviewed publications from journals, alongside the existing list of book sources.

#### **Actions taken by KES College**

The bibliography of the course "PROJ322 Research Methodology" has been enriched both a by the literature on applied statistics in relation to paragraph 2.10 above, and by publications in the following scientific journals, which are accessible to all interested parties:

- International Journal of Cosmetic Science - Wiley Online Library
- JCD Journal of Cosmetic Dermatology - Wiley Online Library
- Phytotherapy Research - Wiley Online Lib

**Please circle one of the following:**

**Non-compliant**      *Partially compliant*      *Substantially compliant*      *Fully compliant*

**EEC:** The EEC cannot see any Bibliography from these Journals on p.81-82 for the PROJ322 module.

3.

### **CONCLUSIONS AND SUGGESTIONS OF THE EXTERNAL EVALUATION COMMITTEE**

#### **Weaknesses**

3.1. *The module titles/teaching periods/weeks must be corrected as explained at Section 2 (page 12).*

#### **Actions taken by KES College**

*Please see paragraph 2.5 above*

3.2. *All modules should indicate “Prerequisite” and “Required” as evidence of the coherence of the syllabus (page 12).*

#### **Actions taken by KES College**

*Please see paragraph 2.7 above*

3.3. *Staff teaching at BSc level having insufficient qualifications (page 12).*

#### **Actions taken by KES College**

*Please see paragraph 2.4 above*

3.4. *Inconsistent CVs; a consistent CV template must be adopted. (page 12)*

#### **Actions taken by KES College**

*All Curriculum Vitae of the Curriculum Staff are submitted in Annex 3, on the newly approved document for CVs of the CY Q.A.*

**Please circle one of the following:**

~~Non-compliant~~      ~~Partially compliant~~      **Substantially compliant**      ~~Fully compliant~~

**EEC: Point 3.2: we cannot find “Prerequisite” and “Required” in every module.**

#### **4. QUALITY STANDARDS AND INDICATORS**

4.1. *The EEC went through all CVs of the teaching staff of the BSc and noticed that there were limited examples of publications within the discipline of beauty therapy (page 18).*

#### **Actions taken by KES College**

*With the operation of the KES Research Center and the motives that are given to the teaching personnel so as to engage themselves in research activities, new research projects will be constantly emerging which will also lead to relevant publications.*

4.2. *Please see the EEC’s comments on Section 2 [] (page 20).*

#### **Actions taken by KES College**

*Please see paragraph 2.7 above*

**Please circle one of the following:**



*Non-compliant* *Partially compliant* *Substantially compliant* **Fully compliant**

**EEC:** *The EEC is satisfied with the above response from KES College.*

### **C. Conclusions and final remarks**

*The EEC must provide constructive conclusions and final remarks.*

**EEC:** *We would like to thank KES College for taking into consideration our feedback towards the improvement of their course. There are still a few pending items as we explain in our replies above. We would welcome additional clarifications from KES College regarding these points.*

### **D. Signatures of the EEC**

<b>Name</b>	<b>Signature</b>

Date: ...11<sup>th</sup> June 2019.....