

Ref. Number: 07.14.037.012

**FINAL REPORT OF THE CYPRUS AGENCY OF QUALITY ASSURANCE AND
ACCREDITATION IN HIGHER EDUCATION**

**EVALUATION - ACCREDITATION
OF THE PROGRAMME OF STUDY**

IN GREEK: Γραμματειακές Σπουδές

(2 έτη / 120 ECTS, Δίπλωμα)

IN ENGLISH: Office Administration

(2 years / 120 ECTS, Diploma)

**OF THE HIGHER EDUCATION INSTITUTION
Cyprus College Nicosia**

This Final Report was prepared on the basis of Article (20) (2)(f)(i) of the "Quality Assurance and Accreditation in Higher Education and the Establishment and Operation of an Agency on Related Matters Laws" of 2015 to 2019 [N.136 (I)/2015 to N.35 (I)/2019].

THE PROCEDURE:

On 10 April 2020, the legal representative of the Higher Education Institution **Cyprus College Nicosia** submitted an application (Doc. 200.1), based on Article (17) of the "Quality Assurance and Accreditation in Higher Education and the Establishment and Operation of an Agency on Related Matters Laws" of 2015 to 2019, for the evaluation-accreditation of the programme of study:

IN GREEK: Γραμματειακές Σπουδές (2 έτη / 120 ECTS, Δίπλωμα)

IN ENGLISH: Office Administration (2 years / 120 ECTS, Diploma)

This application is registered in the file with the reference number: 07.14.037.012

In the framework of competences conferred on it by the relevant legislation, the Council of the Agency has constituted an External Evaluation Committee (EEC) which, after initially examining the institution's application for programme evaluation and accreditation, performed a remote visit at the institution on 10 July 2020.

The EEC met with the head of the institution, the head of the relevant department, the programme's coordinator, members of the academic staff, members of the administrative staff, students and/or their representatives and the Internal Quality Assurance Committee.

Additionally, the EEC examined remotely the institution's facilities (library, computer labs, labs, teaching classes, research infrastructures, etc.), various documents presented and/or requested by the EEC, the School's/ Faculty's structure and the programme's position in it, the CVs of the teaching staff and their relationship to the institution as teachers in regard to any other duties and teaching in other programmes of study.

The EEC has documented its findings and recommendations and drew up the External Evaluation Report in the Doc. 300.1.1.

CYQAA Council's Decision

The Council of the Cyprus Agency of Quality Assurance and Accreditation of Higher Education, during its 60th Summit on 2 November 2020, on the basis of Article 20 (2)(f) (i) of the "Quality Assurance and Accreditation in Higher Education and the Establishment and Operation of an Agency on Related Matters Laws" of 2015 to 2019 [N.136 (I)/2015 to N.35 (I)/2019], and on the basis of the suggestions of the External Evaluation Committee, the comments of the institution on the report and the feedback from the External Evaluation Committee, **decided that the programme is accredited to be delivered in Greek.**

The current accreditation begins in the Spring semester of the academic year 2020 – 2021 and ceases to be in effect at the end of the Winter semester of the academic year 2025 – 2026.

On the basis of Article (4) of the relevant Legislation, it is noted that "the above accreditation is valid for the period provided by the provisions of the Law and is repeated every five (5) years and that the procedure starts at the request of the institution which must, and shall be submitted at least sixteen (16) months before the expiry of the previous accreditation".

Additionally, on the basis of Article (17) (3) (f) during the period of validity of the Accreditation, the Agency acting of its own motion, may examine whether the criteria continue to be met and if they are not met, then the Agency shall revoke the Accreditation, and immediately inform the institution concerned.

(Professor Mary Ioannidou-Koutselini)
President of the Board of the
Cyprus Agency of Quality Assurance and
Accreditation in Higher Education

Date: 4 November 2020