



Form 400.1

Ref. Number: 07.14.112.027

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

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

IN GREEK: Διεύθυνση Γραφείου (2 Χρόνια, 120 ECTS, Δίπλωμα)

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

OF THE HIGHER EDUCATION INSTITUTION

American College

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 (Num. 3) of 2020 [N.136 (I)/2015 to N.208 (I)/2020].

THE PROCEDURE:

On 30/09/2021, the legal representative of the Higher Education Institution Neapolis University Paphos, 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 2020, for the evaluation-accreditation of the programme of study:

IN GREEK: Διεύθυνση Γραφείου (2 Χρόνια, 120 ECTS, Δίπλωμα)

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

This application is registered with the reference number: 07.14.112.027

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 11/04/2022.

The EEC met remotely 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 remotely examined 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.

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 83rd Summit on 20/06/2022, according to the 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 (Num. 3) of 2020 [N.136 (I)/2015 to N.208 (I)/2020], and on the basis of the suggestions of the External Evaluation Committee and the comments of the institution on the External Evaluation Committee report, **decided that the programme is accredited to be delivered in English/Greek.**

Based on the recommendations of the EEC, the institution should provide evidence of compliance with the following remarks:

- i. Decrease the workload of the faculty members. At least two new academic members should be hired, no later than the beginning of the Spring semester 2023-2024.**
- ii. Immediate upgrading of the instruction of the English Language in the program.**

The current accreditation begins in the Fall semester of the academic year 2022-2023 and ceases to be in effect at the end of the Spring semester of the academic year 2026 -2027.

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)(g) 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: 24/06/2022