|  |  |
| --- | --- |
| **Doc. 200.1** | **Application for Evaluation – Accreditation****Programme of Study**  |
|  **Date:** Date |  |
|  | **Institution:**Click or tap here to enter Institution name**District:** Click or tap here to enter District**Title of the programme of study in Greek:** Click or tap here to enter title of the programme of study in Greek **Title of the programme of study in English:** Click or tap here to enter title of the programme of study in English **Faculty (for universities):** Click or tap here to enter Faculty**Department (for universities):** Click or tap here to enter Department**Sector ( for non-universities):** Click or tap here to enter Sector**Language(s) of instruction:** Language(s)**Name the concentrations (if any):** **In the Greek language:** Concentrations**In the English language:** Concentrations |

|  |  |
| --- | --- |
|  | **Programme status (*check the box where applicable and complete accordingly*):**1. New programme of study: [ ]
	1. Εxpected to operate in the Winter/Spring semester of the academic year YYYY
2. Currently operating programme of study: [ ]
	1. Programme title on the last accreditation:

Click or tap here to enter programme title* 1. Reference number: Click or tap here to enter Reference Number
	2. Expiry date of the last accreditation: Click or tap to enter date of accreditation
1. Evaluated by CYQAA and did not get accreditation the academic year YYYY
	1. Programme title as it was submitted:

Click or tap here to enter the programme title as it was submitted* 1. Reference number: Click or tap here to enter number

**Programme category (*check the box where applicable*):**1. Conventional [ ]
2. E - Learning [ ]
3. Joint (for universities) [ ]

(Name of collaborating university/ies) Click or tap here to enter collaborating university/ies |
|  |  |

**APPLICATION SUBMISSION CHECKLIST**

**For the effective processing of your application, it is confirmed that the following have been delivered/sent to the offices of CYQAA (check the box where applicable):**

|  |
| --- |
| Cover letter |[ ]
| Copy of the receipt for the payment of the fees |[ ]
| Application in English and/or Greek in print (1 copy) **\*** |[ ]
| Application in English and/or Greek in digital form **\*** |[ ]
| Practical training guide |[ ]
| Set appropriate levels of the English language acknowledgement on the basis of international examinations for admission to the programme |[ ]
| Submitting of two-year and three-year programmes of study in the same discipline and with the same qualification (if the application concerns the evaluation of a bachelor’s programme) and one-year and two-year if the application concerns the evaluation of a three-year programme |[ ]

**Programme coordinator (the coordinator’s CV is included in the application with the CVs of the teaching staff)**

|  |  |
| --- | --- |
| **Name:** |  |
| **Tel:** |  |
| **E-Mail:** |  |
| **Signature:** |  |

|  |  |
| --- | --- |
| **Date of Application Submission:** |  |

* *The application for the evaluation of a programme of study is written and submitted in English notwithstanding the language of instruction of the programme.*

*If the programme is taught in Greek or other languages, the application should be written in both English and the language of instruction.*

|  |
| --- |
| 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 to 2021 [L. 136 (Ι)/2015 - L. 132(Ι)/2021] for the evaluation of a programme of study. |

|  |
| --- |
| **GENERAL INSTRUCTIONS FOR COMPLETING THIS DOCUMENT** 1. The Institution of Higher Education prepares and submits the application as described above. The chief administrative officer of the institution must sign the application and the cover letter, which should be submitted in both print and digital format.
2. The deadline for submitting applications, is published on the Agency’s website according to the relevant provisions of the “Quality Assurance and Accreditation of Higher Education and the Establishment and Operation of an Agency on Related Matters Laws” of 2015 to 2021 [L. 136 (Ι)/2015 - L. 132(Ι)/2021].
3. The institution is responsible to ensure that the application contains all required information and that the information is true and accurate.
4. The application must include the following information and any other additional information pertinent to the standards set by CYQAA, in relation to programmatic evaluation:
	1. Name of the Institution
	2. Institution or branch of the Institution pertinent to this application
	3. Name of the programme of study
	4. Final higher education qualification awarded
	5. Programme type (academic / vocational)
	6. Duration of studies
	7. Programme’s purpose and objectives
	8. Intended learning outcomes
	9. Programme’s language of instruction
	10. Detailed curriculum, including the structure of the programme, courses per semester and the content of each course analytically (in Greek or in English depending on the programme’s language of instruction)
	11. Student admission requirements
	12. Teaching staff and their qualifications
	13. Programme’s courses and the teaching staff for each course and every year of study
	14. Research activities of the teaching staff involved in the programme and synergies between research and teaching
	15. Address or addresses of the programme’s premises where the programme is offered
	16. Number and description of classrooms, laboratories, library, equipment and of any relevant infrastructure in general
	17. Regulations and procedures for quality assurance for the programme of study
	18. Student welfare mechanisms, for monitoring the sufficiency of student support
	19. Feasibility study, which must include, amongst others:
* The need to offer the programme
* The proposed number of students
* Connection with labour market
* Graduates’ employability prospects
	1. Tuition and the management of the programme’s financial resources
	2. Administrative structure of the institution’s programmes of study, including the programme in the proper position (i.e. by indicating the School and the Department under which the programme will operate, by noting whether the programme is inter-institutional, inter-departmental, etc.)
	3. Name and contact information of the programme’s Coordinator
1. A separate application should be submitted for every programme of study. If the same programme of study is offered at the main premises of the institution, as well as at a branch of the institution, separate applications should be submitted.
 |

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# Α. PROGRAMME’S GENERAL PROFILE

|  |
| --- |
| 1. Name of the Institution
 |
|  |
| 1. Institution or branch of the Institution pertinent to this application
 |
|  |
| 1. Name of the programme of study *(See Specific Instructions)*
 |
|  |
| 1. Final Higher Education Qualification *(See Specific Instructions*)
 |
|  |

|  |
| --- |
| **Note:**In order for this application to be valid, a copy of the receipt for the payment of the fees, provided by “Quality Assurance and Accreditation of Higher Education and the Establishment and Operation of an Agency on Related Matters Laws” of 2015 to 2021 [L. 136 (Ι)/2015 - L. 132(Ι)/2021], should be attached to it and it should be submitted within the deadline specified by the relevant legislation.  |

# Β. PROGRAMME’S CONTENT

|  |
| --- |
| **1. Programme’s purpose and objectives** |
|  |
| **2. Intended learning outcomes in accordance with the European qualifications framework** |
|  |
| **3. Programme’s language of instruction** |
|  |
| **4. Detailed curriculum, including the structure of the programme, courses per semester, the workload (ECTS) and the content of each course analytically** *(See Specific Instructions)* |
|  |
| **5. Student admission requirements** *(See Specific Instructions)* |
|  |
| **6. Students’ assessment policy and procedures for each course, which must be known to students before they begin their studies** |
|  |
| **7. Policy for recruitment and promotion of teaching staff** |
|  |
| **8. Teaching staff, their position and qualifications, with biographical notes attached** *(See Specific Instructions)* |
|  |
| **9.** **Programme’s courses and the teaching staff for each course and every year of study are published in the programme’s website** *(See Specific Instructions)* |
|  |
| **10. Administrative structure of the institution’s programmes of study, including the programme in the proper position (i.e. by indicating the School and Department under which the programme operates, by noting whether the programme is inter-university, inter-departmental etc.)** *(See Specific Instructions)* |
|  |
| **11. Internal quality assurance regulations of the programme of study and the composition of the Internal Quality Committee of the Institution** *(See Specific Instructions)* |
|  |
| **12. Study regulations** *(See specific instructions)* |
|  |
| **13. Plagiarism policy and system** |
|  |
| **14. Research activities of the teaching staff involved in the programme and synergies between research and teaching**  |
|  |
| **15. Feasibility study which must, include, amongst others:*** **The need to offer the programme**
* **The proposed number of students**
* **Connection with labour market**
* **Graduates’ employability prospects** *(See specific instructions)*
 |
|  |
| **16. International dimension of the programme of study** *(See specific instructions)* |
|  |
| **17. Administration services supporting the programme of study** |
|  |
| **18. Student welfare mechanisms for monitoring the sufficiency of student support** |
|  |
| **19. Address or addresses of the programme’s premises**  |
|  |
| **20. Number and description of classrooms, laboratories, library, equipment and of any relevant infrastructure in general** *(See Specific Instructions)* |
|  |
| **21. Tuition fees and management of the programme’s financial resources**  |
|  |
| **22. Name and contact information of the programme’s Coordinator** *(See Specific Instructions)* |
|  |
| **ADDITIONAL INFORMATION FOR THE E - LEARNING PROGRAMME** |
| **23. Pedagogical planning unit** |
|  |
| **24. E - learning unit** |
|  |
| **25. E - learning methodology** |
|  |
| **26. Study guides with weekly interactive activities, their policy of assessment and feedback***(See specific instructions)* |
|  |
| **ADDITIONAL INFORMATION FOR A DOCTORAL PROGRAMME** |
| **27. Guidelines for writing the dissertation** |
|  |
| **28. Policy in reference to the advisory committee and the final evaluation committee for the support of the student’s research proposal and dissertation** |
|  |
| **29. Policy for supervision and evaluation** |
|  |
| **30. Regulations for presenting the research proposal and dissertation** |
|  |
| **31. Indicative titles of research doctoral dissertations that have been awarded (at least 3)** |
|  |
| **ADDITIONAL INFORMATION FOR A JOINT PROGRAMME**  |
| **32. Legal framework and cooperation agreement** |
|  |
| **33. The added value of the joint programme** |
|  |

1. **SWOT ANALYSIS**

**A strategic planning technique used by the Institution for the identification of the strengths, weaknesses, opportunities and threats related to each assessment area of the programme of study.**

*This part should be duly completed by the internal quality committee of the Institution in collaboration with the internal quality committee of the Department/Sector.*

1. Study programme and study programme’s design and development
2. Student - centred learning, teaching and assessment
3. Teaching staff
4. Student admission, progression, recognition and certification
5. Learning resources and student support

# D. APPLICATION INFORMATION

|  |  |
| --- | --- |
| **Payment of defined fees:** |  |
| **Receipt number:** |  |
| **Date on the receipt:** |  |
| **Chief person in charge of the Institution according to the Law:** |
|  |
| **Signature of the Chief person in charge of the Institution according to the Law:** |
|  |
| **Institution’s representative** *(in the case of a company)***:**  |
|  |
| **Institution representative’s signature** *(in the case of a company)***:** |
|  |
| **Date of application:** |  |

# E. SPECIFIC INSTRUCTIONS FOR COMPLETING THE DOCUMENT

|  |
| --- |
| **Α.3 Name of the programme of study** |
| [**Instructions:** Provide the name of the programme, the duration of studies, the number of ECTS and the programme’s type:e.g."Διοίκηση Επιχειρήσεων (4 Έτη / 240 ECTS, Πτυχίο, Εξ αποστάσεως)" "Business Administration (4 Years / 240 ECTS, Bachelor of Arts, E - Learning)"] |
| **Α.4 Final Higher Education Qualification** |
| [**Instructions:** Provide the full name of the final and/or of the intermediate higher education qualification awarded to those who complete the programme of study successfully and attach, herewith, duly completed samples]. |
| **Β.4 Detailed curriculum, including the structure of the programme, courses per semester, the workload (ECTS) and the content of each course analytically** |
| (a) Structure of the programme of study (Table 1)(b) Distribution of courses per semester (Table 2) (c) Complete list of compulsory courses and elective courses (Annex 1)(d) Course description (Annex 2) |
| **Β.5 Student admission requirements** |
| [**Instructions:** Note the criteria and terms of admission for the programme of study and the procedures applied for the recognition of previous studies (transfers).] |
| **Β.8 Teaching staff, their position and qualifications, with biographical notes attached** |
| [**Instructions:** 1. Provide a short description (up to 10 lines) for every member of the teaching staff starting from the programme’s coordinator.
2. Detailed biographical notes should be included in Annex 3. Please follow the relevant CV templates prepared by the Agency.
3. In the case of currently operating programmes, provide the link where the CVs of the teaching staff are posted on the website of the programme, according to the instructions provided by CYQAA.]
 |
| **Β.9 Programme’s courses and the teaching staff for each course and every year of study are published in the programme’s website** |
| [**Instructions:** * Provide the teaching staff for each course and their corresponding teaching periods per week (Table 3).
* If the members of the teaching staff teach, additionally, in other programmes, provide their total number of teaching periods, per week, for every programme of study (Table 4).
* Provide evidence of parallel employment of teaching staff, employed in other institution(s) and their overall workload.
* For 1-year, 2-year and postgraduate programmes, the required teaching staff must fully cover the duration of the programme.
* For the 3-year and 4-year programmes, the required teaching staff at the start of the programme must fully cover the first two years of teaching requirements. Before the end of 50% of the duration of the programme, the remaining staff should be recruited to cover all the needs of the programme. Their names and academic qualifications should be conveyed to the CYQAA.]
 |
| **B.10 Administrative structure of the institution’s programmes of study, including the programme in the proper position (i.e. by indicating the School and Department under which the programme operates, by noting whether the programme is inter-university, inter-departmental etc.)** |
| [**Instructions:** Also, provide the name of the Dean of the School and the Head of the Department.] |
| **Β.11 Internal quality assurance regulations of the programme of study and the composition of the Internal Quality Committee of the Institution** |
| [**Instructions**: Provide information regarding the procedures for the approval, operation, review, and internal evaluation of the programme of study.] |
| **B.12 Study regulations**  |
| [**Instructions**: Provide information on the teaching staff’s and students’ obligations, the provision of scholarships, the policy for absences/ failure/ postponement/ interruption of study/ removal from students’ registry, disciplinary control, etc.] |
| **B.15 Feasibility study - Graduates’ employability prospects**  |
| [**Instructions:** State the sources from which data on prospects for graduate employment are collected.] |
| **B.16** **International dimension of the programme of study**  |
| [**Instructions:** Provide information regarding partnerships with foreign institutions, academics’ and students’ participation in exchange programmes and academic equivalency with comparable programmes abroad.] |
| **B.20 Number and description of classrooms, laboratories, library, equipment and of any relevant infrastructure in general** |
| [**Instructions**: Provide detailed information regarding the infrastructure, which supports the programme of study (Annex 4).] |
| **Β.22 Name and contact information of the programme’s Coordinator** |
| [**Instructions**: Provide evidence regarding the Coordinator’s experience, qualifications, and state if he/she is a Coordinator for any other programmes of study.] |
| **B.26 Study guides with weekly interactive activities, their policy of assessment and feedback** |
| [**Instructions**: In addition to this application, study guides must be completed and filled, based on templates posted on CYQAA's website.] |

#

# F. TABLES

## **TABLE 1: STRUCTURE OF THE PROGRAMME OF STUDY**

|  |  |
| --- | --- |
| **PROGRAMME REQUIREMENTS** | **ECTS** |
| Compulsory courses |  |
| Elective courses (a) Courses per concentration (b) General education courses / Free electives  |  |
| Undergraduate / Postgraduate assignment  |  |
| Practical training |  |
| **Total ECTS** |  |

## **TABLE 2: COURSE DISTRIBUTION PER SEMESTER**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Α/Α** | **Course type** | **Course title** | **Course code** | **Periods per week** | **Period duration** | **Number of weeks/****Semester** | **Total periods/****Semester** | **Number of ECTS** |
| **Α’ Semester** |
|  |  |  |  |  |  |  |  |  |
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| **Β’ Semester** |
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## **TABLE 3: TEACHING STAFF, COURSES AND TEACHING PERIODS IN THE PROGRAMME OF STUDY**

|  |  |  |  |
| --- | --- | --- | --- |
| **Α/Α** | **Name and Surname** | **Discipline / Specialization** | **Teaching courses in the programme of study under evaluation** **(Bachelor of Business Administration)** |
| **Code** | **Course title** | **Periods/****week** |
|  | George Demetriou | Human Resource Management | BUS 109 | Introduction to Human Resource Management  | 3 |
|  |  |  | BUS 310 | Human Resource Management ΙΙ | 3 |
|  |  |  |  |  |  |
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## **TABLE 4: TEACHING STAFF, QUALIFICATIONS, AND TOTAL TEACHING PERIODS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Α/Α** | **Name and Surname** | **Qualifications** | **Rank\*** | **FT/PT\*\*** | **Programme of study** | **Periods / week** | **Total periods /week** |
|  | George Demetriou | PhD in Human Resource ManagementMBABA in Business Administration | P | FT | Bachelor in Business Administration | 6 | 9 |
| MBA | 3 |
|  |  |  |  |  |  |  |  |
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\* Rank: Professor (P), Associate Professor (Αssoc. P), Assistant Professor (Assis. P), Lecturer (L), Special Teaching Staff (STS), Visiting Professor (Vis. P), Special Scientist (SS), Lab Assistant (LA)

\*\* Full Time (FT), Part Time (PT)

# G. ANNEXES

## ANNEX 1 – LIST OF COMPULSORY COURSES AND ELECTIVE COURSES

## ANNEX 2 – COURSE DESCRIPTION

|  |  |
| --- | --- |
| **Course title** |  |
| **Course code** |  |
| **Course type** |  |
| **Level** |  |
| **Year / Semester** |  |
| **Teacher’s name** |  |
| **ECTS** |  | **Lectures / week** |  | **Laboratories / week** |  |
| **Course purpose and objectives** |  |
| **Learning outcomes** |  |
| **Prerequisites** |  | **Required** |  |
| **Course content** |  |
| **Teaching methodology** |  |
| **Bibliography** |  |
| **Assessment** |  |
| **Language** |  |

ANNEX 3 – DETAILED BIOGRAPHICAL NOTES

(Please follow the relevant CV templates prepared by CYQAA.)

## ANNEX 4 – INFRASTRUCTURE

**Names and signatures of the programme’s Coordinator, the Chair and the Members of the Internal Quality Committee**

|  |  |
| --- | --- |
| *Name* | *Signature* |
| FullName |  |
| FullName |  |
| FullName |  |
| FullName |  |
| FullName |  |
| FullName |  |

**Date:** Click to enter date