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12 July 2019

To  
Director  
Alexander College

**SUBJECT: Preliminary review regarding the programs of study "BSc (Hons) Accounting", "BSc (Hons) Hospitality Management", "BSc (Hons) Business Management", "LLB (Hons) Law", which are going to be offered by the Alexander College, Larnaca and Pafos, via the franchise method, in collaboration with the Canterbury Christ Church University UK**

Based on the Law [N. 136 (I) / 2015 to 35 (I) 2019], I have instructions to inform you in regards to the findings of the **preliminary review**, carried out by CYQAA, for the programs of study "**BSc (Hons) Accounting**", "**BSc (Hons) Hospitality Management**", "**BSc (Hons) Business Management**", "**LLB (Hons) Law**" of the institution Canterbury Christ Church University UK which will be offered via the franchise method by your institution, Alexander College Larnaca and Pafos.

In your letter of reply, you should include, in accordance with the above-mentioned Law, all the information that the Agency has identified as deficient or missing in the preliminary review

It is expected that your response will be structured, and you will reply with specific references to documentation (annexes and pages) in accordance to the Agency's Law.

During the preliminary review we have observed that all of the members of your teaching staff are employed by your College to teach at both Alexander College Larnaca and Pafos. Furthermore, some members of your staff teach in more than one program of study.

In order for the Agency to assure that the quality of the programs of study is not compromised by any excess in the weekly teaching periods of the academics and to secure that all your teaching personnel is working the maximum number of teaching periods per week provided by the Law, you need to submit the following:

1. A list indicating the exact members of your teaching staff employed for each program of study for both Alexander College Larnaca and Pafos
2. The exact teaching periods per week for each academic / teacher per week for each program of study for both Alexander College Larnaca and Pafos
3. The weekly timetable indicating the exact time each course will be offered /delivered for each program of study and the name of the academic responsible for each course at both Alexander College Larnaca and Pafos

We would like to highlight that the weekly timetables will be published in our website.

I remain at your disposal for any inquiries.

(Marina Zervou)

On Behalf of the President of  
Cyprus Agency of Quality Assurance  
and Accreditation  
In Higher Education