

Institutional Evaluation

1. INSTITUTION'S ACADEMIC PROFILE AND ORIENTATION

Committee - comments and suggestions	Freshart - Comments and evidence
<p>“Freshart” is a small scale Institution currently delivering foundation level, HND Degrees to mainly local students. This foundation degree is a good basis for further study at undergraduate level.</p>	-
<p>The current plans for establishing a new two-years Diploma constitute a sensible step in the development of the Institution which has been measured and incremental since 2013.</p>	-
<p>This Institution constitutes a valuable aspect for the city of Paphos. We believe it will provide a good opportunity for local students who might not otherwise have the opportunity to achieve a qualification and contribute to the cultural environment and society of the city. Whilst it is a valuable cultural asset for the city, the Institution needs to ensure that it links effectively with other national and international Institutions in Art and Design.</p>	-
<p>Where resources are limited, for example Library books, it is essential to reach agreement with external resources, for example the forthcoming agreement with University of Northampton.</p>	Access to the Library of Northampton has been completed. (Annex 7). Also we contacted and reached agreement with online library Dawsonera. Annex 6

2. QUALITY ASSURANCE

Committee - comments and suggestions	Freshart - Comments and evidence
<p>Present mechanisms for QA are more informal than formal. As the Institution matures we would expect increasing formalization of quality procedures.</p>	-

3. ADMINISTRATION

Committee - comments and suggestions	Freshart - Comments and evidence
<p>Appropriate to the size of the institution administrative mechanisms and student support are spread evenly across a small team. We are assured that an online student support system will be in operation to supplement the staff roles within the Institution.</p>	-

4. TEACHING AND LEARNING

Committee - comments and suggestions	Freshart - Comments and evidence
<p>The mode of teaching and module descriptions seem appropriate for the level of the awards, however continuous curriculum development is expected.</p>	-

5. ACADEMIC AND TEACHING STAFF	
Committee - comments and suggestions	Freshart - Comments and evidence
There is a core of full-time academic staff. These staff, although covering the necessary fields of knowledge, should be developed as the Institution evolves over time. Teaching expertise maps onto subject areas.	-
All staff have specialization through the possession of a relevant BA (except one who holds a MA), which is marginally sufficient. In the discussion with the administration of the institution there was an individual reference to some potential visiting professionals, to complement the coverage of the cognitive objects where it may not be achieved by the existing staff. In the necessary future recruitment of teaching staff, the committee proposes the position of an artist with a recognized artistic and educational profile and the investment in staff development.	Through the cooperation with the University of Northampton, we will have visiting Lecturers that are also professional artists. Upon request we can provide further details for the visiting lecturers
The committee considers that the ratio of the number of students to the total number of teaching staff is satisfactory at the moment.	-
Given the fact the Institution is not at university level and the qualifications of the staff members and the fact that the academic research is not a requirement of the currently delivered awards, the Institution should refrain from using traditional academic titles.	-
6. RESEARCH	
Committee - comments and suggestions	Freshart - Comments and evidence
We encourage the Institution to develop staff teaching skills, whilst encouraging staffs professional practice and research.	-
7. RESOURCES	
Committee - comments and suggestions	Freshart - Comments and evidence
Whilst we recognised limits to financial resources we consider that there are sufficient to support the Institution.	-
8. BUILDING FACILITIES	
Committee - comments and suggestions	Freshart - Comments and evidence
INFORMATION AND EVIDENCE	

<p>1. The following should be copies from the original building permit. On the copies, there should be a visible official stamp of approval from the respective authorities.</p>		<p>The request for the building permit has initially been submitted to the Paphos Municipality (08/06/2016) as per instructions of the local authorities in Paphos. Attached Annex 1. In January 2018, Paphos Municipality informed us in writing that they are no longer authorised to issue such permits and the application should be returned to us and be resubmitted to the Department of Town Planning and Housing in Nicosia (Annex 2). The application together with the relevant recommendations was only returned to us in July 2018, and we have now resubmitted it to the Department of Town Planning and Housing in Nicosia as instructed (Annex 3).</p>
<p>1.1 A topographical plan which displays in a clear manner the extent of the development.</p>	<p>YES</p>	<p>-</p>
<p>1.2 A general site plan which marks the building facilities, allocated parking spaces (for students, academic and teaching personnel, visitors and disabled individuals), sports premises and outdoor areas.</p>	<p>YES</p>	<p>-</p>
<p>2. LICENCES</p>		
<p>2.1 An Operating License, issued by the Local Authorities</p>	<p>NO*</p>	<p>This will follow as soon as we receive the building permit from the Department of Town Planning and Housing is issued.</p>
<p>2.2 The following Operating License Certificates, duly completed:</p>		
<p>a) Visual Inspection Form E.O.E. 102</p>	<p>YES</p>	<p>-</p>
<p>b) Visual Inspection for the Building's Seismic Sufficiency Form E.O.E.Σ.E.K 103</p>	<p>YES</p>	<p>-</p>
<p>c) Inspection Certificate Form 104</p>	<p>YES</p>	<p>-</p>
<p>d) Fire Safety Certificate, issued by the Fire Department</p>	<p>NO*</p>	<p>This will follow as soon as we receive the building permit from the Department of Town Planning and Housing is issued.</p>
<p>e) Certificate for Adequate Electrical and Mechanical Installations, issued by the Electromechanical Department.</p>	<p>NO</p>	<p>This will follow as soon as we receive the building permit from the Department of Town Planning and Housing is issued.</p>
<p>3. Number of teaching rooms and their respective areas, capacity and the percentage of daily occupancy for all units.</p>	<p>3</p>	<p>-</p>
<p>4. Number of offices for academic personnel and their respective areas and capacity.</p>	<p>1</p>	<p>-</p>
<p>5. Number of laboratories and their respective areas and capacity.</p>	<p>1</p>	<p>-</p>
<p>6. Number of rooms/offices for directors/administrators and their respective areas and capacity.</p>	<p>1</p>	<p>-</p>

7. Number of rooms/offices for administrative services and their respective areas and capacity.	1	-
8. Parking spaces designated for students Number: 8 (including academic and teaching personnel)	8*	-
9. Parking spaces designated for academic and teaching personnel Number: 8 (including students)	8*	-
COMMENTS:		
2.2.a They have requested operating license from the local authorities as an institute, but the license has not yet been issued.		
2.2.d The recommendations from the Fire Department have not yet implemented by the Institute.		We have not implemented the recommendations of the Fire safety department yet, because since our application will now be examined from the Department of Town Planning and Housing there may be different requests
8-9. There is a total number of 8 parking spaces but they are planning to buy another 4 places in order to be compatible with the operating license requirements.		
1. Special access for students with disabilities (PWD)	NO*	The architectural designs include all the requirements for PWD. However, we are waiting to receive final feedback from the Department of Town Planning and Housing
2. Recreation areas	NO*	Attached is the approval from Kykkos Lyceum for the usage of the school's sport facilities. Also within the building college there is a dedicated recreation area. Annex 5
3. Policy and statutes for academic student support	YES	-
4. Policy and statutes for financial student support	YES	-
5. Counseling services	YES	-
6. Career office	YES	-
7. Service linking the institution with business	YES	-
8. Mobility office	YES	-
9. Student clubs/organisations/associations	YES	-
10. Other services	YES	-
Comments:		
1. Improvements are necessary regarding the access for students with disabilities (PWD). There are plans for PWD toilet on the ground floor (currently not available).		The architectural designs include all the requirements for PWD. However, we are waiting to receive final feedback from the Department of Town Planning and Housing

2. There aren't any recreation areas within the building. However, the Institution is located in the city center, so it could cooperate with private businesses (cafes, gym, etc.). It doesn't have to possess special areas in its own building.	-	
For the needs of an Institute that will offer a two-year program in Fine Arts, the provisions for counselling, career development, academic advisor, student life (clubs, activities), links with society and business, student mobility etc., are quite satisfactory for the present.	-	
10. INFRASTRUCTURE		
1. Library	NO*	Access to the Library of Northampton has been completed. (Annex 7). Also we contacted and reached agreement with online library Dawsonera. Annex 6
2. Computers available for use by the students	YES	-
3. Technological support	YES	-
4. Technical support	YES	-
Comments:		
1. The library room is not yet being prepared. The content of the library is insufficient to support the educational process effectively and there is no space available for study.		The preparation of the room is still pending. We are waiting the final comments from the the Department of Town Planning and Housing prior to constructing the room
2. Computer lab needs significant update.		The computer Lab has been updated with 6 PCs each with a 24 inch monitor. The PCs are i5, with 8GB ram and 500GB disk space.