Document: 200.3

**APPLICATION FOR DEPARTMENTAL EVALUATION**

**Institution:**………………………………………………………………………………...

**District:** ……………………………………………………………………………………

**Faculty**:…………………………………………………………………………………….

**Department and Programmes of study:**

|  |  |  |
| --- | --- | --- |
| **DEPARTMENT** | **PROGRAMMES OF STUDY**  | **ACCREDITED PROGRAMMES BY CYQAA** **(Check √)** |
|  |  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Department’s Status (Check √ where applicable):**

* New Department: ………
* Existing Department: ………
* Registered but not evaluated - accredited ………

**Institution’s category to which the Department belongs: (Check √ where applicable):**

* Public University: For the establishment of a Department prior consultation with the Ministry of Finance is required ………
* Private University ……….

**APPLICATION SUBMISSION CHEKLIST**

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

1. Cover Letter ………
2. Copy of the receipt for the payment of the fees ………

1. Application in English and Greek in print (1 copy for each language) ………
2. Application in English and Greek in digital form (1CD) ………

**Department’s Chairperson/Head**

**Name:** …………………………………… Signature**:** ……………………………..

**Rank:**……………………………………

**Tel. No.:** …………………………. Email**:** …………………………………

**Highest Ranking Legal Representative of the Institution**

**Name:** …………………………………… Signature**:** ……………………………..

**Rank/Capacity:**…………………………………

**Tel. No.:** …………………………. Email**:** …………………………………

**Date of Application Submission:** …………………………………………

|  |
| --- |
| **This document is submitted on the basis of Article 17 of the “Quality Assurance and Accreditation of Higher Education and the Establishment and Operation of an Agency on Related Matters Laws of 2015 και του 2016” for Departmental Evaluation.** It is noted that:1. The Department of the Higher Education Institution prepares and submits the application, both in Greek and English.
2. The application (in English and in Greek) and the cover letter must be submitted in both print and electronic form, with the signature of the Chairperson of the Department and of the highest ranking person responsible for the Institution as indicated by the Law.
3. The Department has the responsibility to ensure that the application includes all required information and that the information is true and accurate

 1. The application must include all information required by the present document, as well any other additional information pertinent to the Criteria set by the Agency, relevant to Departmental Evaluation.
 |

|  |  |
| --- | --- |
| **TABLE OF CONTENTS** | **PAGE** |
| **GENERAL GUIDELINES FOR COMPLETING THE APPLICATION FORM** | **6** |
|  |
| **A. INFORMATION ABOUT THE DEPARTMENT**  | **7** |
| **B. INFORMATION ABOUT STUDENTS / GRADUATES AND STUDENT WELFARE SERVICES** | **8** |
| **C. INFRASTRUCTURE – DEPARTMENT’S BUILDING FACILITIES** | **9** |
| **D. ACADEMIC PROFILE AND ORIENTATION OF THE DEPARTMENT**  | **10** |
| **E. QUALITY ASSURANCE** | **11** |
| **F. ADMINISTRATION** | **12** |
| **G. LEARNING AND TEACHING** | **13** |
| **H. ACADEMIC AND TEACHING STAFF** | **14** |
| **I. RESEARCH** | **15** |
| **J. RESOURCES** | **16** |
| **K. INFORMATION FOR SUBMITTING THE APPLICATION FORM** | **17** |
|  |
| **L. SPECIFIC GUIDELINES FOR COMPLETING THE APPLICATION FORM** | **18** |
|  |
| **M. TABLES (**They are created by the applicant**):**  |  |
| **1 – FACULTY AND DEPARTMENTS** |  |
| **2 – DEPARTMENT’S COUNCIL** |  |
| **3 – PROGRAMMES OF STUDY**  |  |
| **4 – NUMBER OF STUDENTS PER PROGRAMME OF STUDY**  |  |
| **5 – NUMBER OF GRADUATES PER PROGRAMME OF STUDY**  |  |
| **6 – ORGANISATION OF STUDENTS IN CLUBS / ASSOCIATIONS ETC** |  |
| **7 – NUMBER OF LABORATORIES AND DESCRIPTION** |  |
| **8 – INTERNAL EVALUATION COMMITTEE**  |  |
| **9 – ADMINISTRATIVE STAFF** |  |
| **10 – ALLOCATION OF ADMINISTRATIVE DUTIES IN ACADEMIC STAFF** |  |
| **11 – ACADEMIC STAFF**  |  |
| **12 – VISITING TEACHING STAFF** |  |
| **13 – SPECIAL TEACHING STAFF** |  |
| **14 – TEACHING STAFF PER PROGRAMME OF STUDY AND TEACHING STAFF’S WEEKLY PROGRAMME** |  |
| **15 – PARTICIPATION OF ACADEMIC STAFF IN UNIVERSITY COMMITTEES**  |  |
|  |
| **Ν. ANNEXES (They are provided by the applicant)** |  |
| **1 – DEPARTMENT’S INTERNAL REGULATIONS**  |  |
| **2 – PROSPECTUS** |  |
| **3 – SPECIAL ACCESS FOR PERSONS WITH DISABILITIES (PWD)** |  |
| **4 – LIBRARY** |  |
| **5 – REGULATIONS AND PROCEDURES FOR RESEARCH**  |  |
| **6 – DEPARTMENT’S BUDGET (with the approval for funding by the Ministry of Finance (for public universities))** |  |
| **7 – CRITERIA AND QUALITY INDICATORS** |  |

**GENERAL GUIDELINES FOR COMPLETING THE APPLICATION FORM**

|  |
| --- |
| 1. **As it is not possible to predict the necessary space to enter the required information in the form, interested parties are requested to copy this form on their computers, along with the instructions included herewith, allowing the necessary space for every entry. The removal of any part of this form is forbidden. Whatever is not applicable should be marked with the phrase “non-applicable”.**
2. **A separate application should be submitted for the main campus of the institution and for the branches of the institution.**

**As this application, when accepted, will be evaluated by an External Evaluation Committee, printed copies for every Committee member during the on-site visit should be available.**  1. **Complete all that applies or note “Not applicable” and explain the Institution’s relevant policy on the particular criterion.**
2. **For the completion of this form, see Part “L” entitled “SPECIFIC GUIDELINES FOR THE COMPLETION OF THE APPLICATION FORM” as well as ANNEX 7 entitled “CRITERIA AND QUALITY INDICATORS”.**
 |

**Notes:**

In order for this application to be valid, a copy of the receipt for the payment of the required fees according to Laws 136(Ι)/2015 and Ν. 47(Ι)/2016, should be submitted with the application.

This application refers to a Department and does not substitute separate applications that should be submitted for evaluation and accreditation of the currently offered Programmes of study or those that will be offered by the Department.

**A. INFORMATION ABOUT THE DEPARTMENT**

|  |
| --- |
| 1. **Name of the Department (See *L. Specific Guidelines – Α.1*)**
 |
| 1. **Name of the Faculty to which the Department belongs to**
 |
| 1. **Main Campus or Branch that the present application refers to**
 |
| 1. **Legal status of the Institution to which the Department belongs to**

**(See *L. Specific Guidelines – Α.4*)** |
| 1. **Faculty and Departments (TABLE 1) *(L. Specific Guidelines – Α.5)***
 |
| 1. **Department’s structure *(L. Specific Guidelines – Α.6*)**
 |
| 1. **Department’s Officials *(L. Specific Guidelines – Α.7*)**
 |
| 1. **Department’s Council (TABLE 2)**
 |
| 1. **Department’s Internal Regulations (ANNEX 1)**
 |
| 1. **Prospectus (ANNEX 2)**
 |
| 1. **Programmes of Study *(*L. Specific Guidelines *– Α.11)* (TABLE 3)**
 |

**B. INFORMATION ABOUT STUDENTS / GRADUATES AND STUDENT WELFARE SERVICES**

|  |
| --- |
| 1. **Number of Students per Programme of Study (TABLE 4)**

***(L. Specific Guidelines – Β.1)*** |
| 1. **Number of Graduates per Programme of Study (TABLE 5)**
 |
| 1. **Policy and statutes for academic student support *(*L. Specific Guidelines *– Β.3)***
 |
| 1. **Policy and statutes for financial student support *(L. Specific Guidelines – Β.4)***
 |
| 1. **Counselling services *(L. Specific Guidelines – Β.5)***
 |
| 1. **Careers Office *(L. Specific Guidelines – Β.6)***
 |
| 1. **7. Mobility Office *(L. Specific Guidelines – Β.7*)**
 |
| 1. **Organisation of Students in Clubs / Organisations / Unions *(L. Specific Guidelines – Β.8*) (TABLE 6)**
 |
| 1. **Special Access for students with disabilities (PWD) (ANNEX 3) *(L. Specific Guidelines – Β.9)***
 |
| 1. **Other Services *(L. Specific Guidelines – Β.10)***
 |

**C. INFRASTRUCTURE – DEPARTMENT’S BUILDING FACILITIES**

|  |
| --- |
| 1. **Department’s Building Facilities \* (*L. Specific Guidelines – C.1*)**
 |
| 1. **Library (ANNEX 4) (*L. Specific Guidelines – C.2*)**
 |
| 1. **Computers available for use by the students (*L. Specific Guidelines – C.3*)**
 |
| 1. **Technological Support (*L. Specific Guidelines – C.4*)**
 |
| 1. **Technical Support (*L. Specific Guidelines – C.5*)**
 |
| 1. **Number of Classrooms**
 |
| 1. **Number of Academic Personnel’s offices**
 |
| 1. **Number of Offices for Administrative Services**
 |
| 1. **Number of Laboratories and Description (TABLE 7)**
 |
| 1. **Number of Conference Rooms**
 |
| 1. **Other Infrastructure (*L. Specific Guidelines – C.11*)**
 |

**\* Note: The External Evaluation Committee (EEC) must visit and evaluate all the Department’s Building Facilities, which will be the only ones approved.**

**D. ACADEMIC PROFILE AND ORIENTATION OF THE DEPARTMENT**

|  |
| --- |
| 1. **Department’s mission statement *(L. Specific Guidelines – D.1)***
 |
| 1. **Department’s strategic planning *(L. Specific Guidelines – D.2)***
 |
| 1. **Department’s Social Contribution (*L. Specific Guidelines – D.3)***
 |
| 1. **Liaison with the Business World *(L. Specific Guidelines – D.4)***
 |
| 1. **Safety and Risk Management Policy (for the laboratories)**
 |
| 1. **International Collaborations**
 |
| 1. **Departmental cooperation with other Departments of the same or / and other Institutions**
 |
| 1. **Printed and electronic means of providing information to the public**
 |
| 1. **Recruitment and selection process for academic staff**

***(L. Specific Guidelines – D.9*)** |
| 1. **Recruitment and career advancement planning for academic staff**

***(L. Specific Guidelines – D.10*)** |
| 1. **Strategy for student recruitment *(L. Specific Guidelines – D.11)***
 |
| 1. **Graduates’ Career – monitoring employment in the labour market**
 |
| 1. **Analysis of the internal and external factors that affect the sustainability of the Department (SWOT analysis)**
 |

**E. QUALITY ASSURANCE**

|  |
| --- |
| 1. **Quality assurance Policy and System *(L. Specific Guidelines – Ε.1)***
 |
| 1. **Internal Evaluation Committee (TABLE 8)**
 |
| 1. **Quality indicators for Programmes of Studies and their monitoring *(L. Specific Guidelines – Ε.3)***
 |
| 1. **Quality assurance and quality control of the learning process**
 |
| 1. **Policy and process of preventing and dealing with plagiarism**
 |
| 1. **Criteria and student admission process**
 |
| 1. **System and Evaluation Criteria of students per Programme of Study**
 |
| 1. **Elements demonstrating the quality of the system and the assessment criteria for students.**
 |
| 1. **Procedures for dealing with Students’ grievances**
 |

**F. ADMINISTRATION**

|  |
| --- |
| 1. **Participation of Academic Staff in the Institution’s Bodies *(L. Specific Guidelines – F.1)***
 |
| 1. **Department’s Administration Services *(L. Specific Guidelines – F.2)***
 |
| 1. **Administrative Staff (TABLE 9)**
 |
| 1. **Allocation of administrative duties to Academic Staff members (TABLE 10)**
 |

**G. LEARNING AND TEACHING**

|  |
| --- |
| 1. **Department’s Policy for Teaching**
 |
| 1. **Policy and process of risk assessment and sustainability of Programmes of Study**
 |
| 1. **Process of introducing new Programmes of Study**

***(L. Specific Guidelines – G.3)*** |
| 1. **Process of monitoring, evaluating and revising Programmes of Study *(L. Specific Guidelines – G.4)***
 |
| 1. **Criteria and processes for the recognition of previous studies and credit transfers**
 |
| 1. **Teacher-student communication and mutual feedback**
 |

**H. ACADEMIC AND TEACHING STAFF**

|  |
| --- |
| 1. **Academic Staff (Qualifications, expertise, distribution of time in teaching/research/administration) for each Department (TABLE 11)**
 |
| 1. **Visiting Professors per year for the last three years (TABLE 12)**
 |
| 1. **Special Teaching Staff and Special Academic Personnel for each Department per year, for the last three years (TABLE 13)**
 |
| 1. **Ratio of permanent and non-permanent personnel**
 |
| 1. **Teaching Staff per Programme of Study and teaching staff’s weekly programme (TABLE 14)**
 |
| 1. **Documentation of the competence of academic and other teaching staff to support the Programmes of Study**
 |
| **7. Recognition and awards of academic staff** |

**I. RESEARCH**

|  |
| --- |
| 1. **Research policy *(L. Specific Guidelines – I.1)***
 |
| 1. **Regulations and procedures of research work (ANNEX 5)**
 |
| 1. **Research facilities and equipment *(L. Specific Guidelines – I.3)***
 |
| 1. **Compliance mechanisms with International research ethics *(L. Specific Guidelines – I.4)***
 |
| 1. **Internal research funding *(L. Specific Guidelines – I.5)***
 |
| 1. **External research funding *(L. Specific Guidelines – I.6)***
 |
| 1. **Connecting research work to teaching *(L. Specific Guidelines – I.7)***
 |
| 1. **Policy for transferring know-how to society and to the production sector through Research *(L. Specific Guidelines – I.8)***
 |
| 1. **Publications per teaching staff member**

***(L. Specific Guidelines – I.9)*** |
| 1. **Participation of members of the academic staff in University Committees (TABLE 15)**
 |

**J. RESOURCES**

|  |
| --- |
| 1. **Department’s Budget, based on the mission and its strategic planning (ANNEX 6)**
 |
| 1. **Budget management to support the Department's operations and its development (own income and management for public universities) *(L. Specific Guidelines – J.2)***
 |
| 1. **Approval for funding by the Ministry of Finance (For public universities).**
 |
| 1. **Feasibility Study**
 |

**Κ. APPLICATION INFORMATION**

|  |
| --- |
| **Payment of fees: …………………………………………………..****Receipt Number: …………………………………………………………..……………..****Date of Receipt: ……………………………………………………………..…****Chairperson of the Department:****………………………………………………………………………………………………..****Signature Chairperson of the Department:****………………………………………………………………………………………………..****Highest Ranking Legal Representative of the Institution:****………………………………………………………………………………………………..****Signature of the Highest Ranking Legal Representative of the Institution:****………………………………………………………………………………………………..****Date of application form submission: ………………………………………………….** |

**L. SPECIFIC GUIDELINES FOR COMPLETING THE APPLICATION FORM**

|  |
| --- |
| **Α.1 Name of the Department**: [Instructions: Provide the full name of the Department for which the present application for Departmental evaluation is for, as approved on the basis of the previous legislative framework. If it is a new Department, provide the full proposed name].**Α.4 Legal status of the Institution to which the Department belongs to**:[Instructions: State whether the Institution is a public or a private university].**Α.5 Faculty and Departments**:[Instructions: Provide a Table with the Faculty and all the Departments which belong to it].**Α.6 Organisation Chart of the Department**:[Instructions: Provide a diagram of the complete structure of the Department, which includes the academic and administrative bodies and the Department’s Internal Quality Committee].**Α.7 Department’s Officials**:[Instructions: Provide the names of the high ranking officials of the Department e.g. Chairperson, Vice-Chairperson, Programme Coordinators].**Α.11 Programmes of Study**:[Instructions: Provide a Table with the names of the Programmes of Study, the level (Undergraduate, Masters, PhD), the mode of delivery (conventional, distance learning, blended learning) and the type of the Programmes (conventional, distance, inter-institutional etc). |
| **Β.1 Number of students per Programme of Study**[Instructions: Provide, per Programme of Study, the number of students per country of origin for the last three (3) years or the expected number of students for a new Department. In the case of Postgraduate Programmes provide the educational background of the students.]**Β.3 Policy and statutes for Academic Student Support**[Instructions: Provide a detailed description of statutes, mechanisms and processes of academic support for students in terms of communication with teaching staff, student feedback from mentors, mentoring etc.]**Β.4 Policy and Statutes for Financial Student Support** [Instructions: Give a detailed description of the policy and institutions for financial support to students such as scholarships for excellence, scholarship plans on the basis of socio-economic criteria, etc., as well as the sums corresponding to these plans for each academic year]**Β.5 Counseling Service** [Instructions: Provide information on the number of persons employed, their qualifications, etc.]**Β.6 Careers Office**[Instructions: Provide information on the number of persons employed, their qualifications, etc.]**Β.7 Mobility Office** [Instructions: Provide information on the number of persons employed, their qualifications, etc. Also, indicate the student exchange programmes which have been implemented / are planned as well as the number of students/academics who have participated in exchange programmes in the last two(2) academic years.]**Β.8 Organisation of Students in clubs/ organisations / associations** [Instructions: Provide information in Table 6 on number, type, group participants in student clubs/organisations/associations and their degree of independence.] **Β.9 Special access for students with disabilities**  [Instructions: Provide a description of the mechanisms, processes, infrastructures (building and other), welfare, etc. offered for satisfactory access for students with disabilities – PWD. At the same time, submit as Annex 3 the relevant building infrastructure plan approved by the competent authorities of the Republic of Cyprus].**Β.10 Other services**[Instructions: Provide information about other services of the Department that help achieve the Institution's mission and about the number of persons employed, their qualifications, etc.] **C.1 Department Facilities** [Instructions: Provide information separately and provide address for the Department’s building facilities, which will be the only ones approved after the evaluation.] **C.2 Library**  [Instructions: Submit the Library's site plan as ANNEX 4. Also provide details of library infrastructures in terms of size, capacity, number of employees and their qualifications and hours of operation. Provide additional data on the electronic library, infrastructures, databases etc.] **C.3 Computers available for use by the students** [Instructions: Give details of access infrastructures on shared computers including the number, the sites where they are located etc.]  **C.4 Technological support**  [Instructions: provide details on the structure of the Competent Service for Technological Support, the number of people employed, their qualifications, etc.] **C.5 Technical support**  [Instructions: Provide details on the structure of the competent Technical Support Service, the number of people employed, their qualifications, etc.]  **C.11 Other Infrastructure**[Instructions: Provide information about other Department’s Infrastructure that assist in the accomplishment of its mission and the number of persons employed in them, their qualifications etc.] **D.1 The Department’s mission statement**  [Instructions: Provide the Department’s mission as it is recorded in the Department's Strategic Planning and also the link to the website where it is posted] **D.2 The Department’s Strategic plan**  [Instructions: Provide a brief summary, (2 pages max), of the Department’s Strategic Plan. At the same time, submit the methodology and the process adopted for the design of the strategic plan, the academic and administrative bodies involved in the process, as well as other interested parties i.e. students, academic staff, etc. Also, record the process of monitoring the implementation of the Strategic Plan and state the Institution’s competent body for this purpose.] **D.3 Department’s Contribution to the Society** [Instructions: Provide information on the participation of the Department in various committees, organisation of conferences / seminars, provision of consulting services, provision of services etc.]**D.4 Liaison with the Business World** [Instructions: Provide information for collaborations with public and private organisations.]**D.9 Recruitment and Selection Process for Academic Staff**  [Instructions:.Describe the strategy and incentives provided to attract quality academic staff, as well as the selection process] **D.10 Recruitment and career advancement planning for academic staff**  [Instructions: Record the planning of recruitment and career advancement for academic staff taking into account future retirements, expected recruitment and academic staff development in order to ensure the smooth implementation of the Programmes of Study offered over a five-year period] **D.11 Strategy for student recruitment**  [Instructions: Describe the strategy and incentives provided to attract quality students from both Cyprus and abroad.] **Ε.1 Quality Assurance Policy and System**  [Instructions: Record, in not more than two pages, the Department's quality assurance policy and system in relation to its registered mission.]**Ε.2 Quality Indicators for Programmes of Study and their monitoring**  [Instructions: Record briefly the quality indicators taken into account for the internal evaluation of the Programmes of Study offered by the Department and indicate the competent body/party responsible for monitoring them]**F.1 Participation in the Institution’s Bodies**  [Instructions: Record the number of members of the Department’s academic staff participating in the meetings og the Institution’s bodies, their role, their selection process and the procedure followed for feedback ro rhe department.]**F.2 The Department’s Administrative services**  [Instructions: Provide a plan of the whole administration structure of the Institution].**G.3 Process of introducing New Programmes of Study**  [Instructions: Record briefly the stages of introducing new Programmes of Study i.e. market research, feasibility study, etc. and the decision-making process].**G.4 Process for monitoring, evaluating and revising Programmes of Study**  [Instructions: Submit the methodology and the process of monitoring, evaluation and revision of programmes, academic and administrative bodies and other stakeholders involved in the process, e.g. students, academic staff, etc] **I.1 Research policy**  [Instructions: Record, in not more than one page, the Institution's research policy in relation to the Institution’s recorded mission statement]**I.3 Research facilities and equipment**  [Instructions: Give details of the infrastructures used to carry out research work in terms of space, capacity, number of employees and qualifications, hours of operation etc.]  **I.4 Mechanisms of Compliance with International rules of research ethics**  [Instructions: List the Departmental mechanisms of compliance with International rules of research ethics.]**I.5 Internal research funding**  [Instructions: Provide information on the Department’s internal research programmes and their funding.]**I.6 External research funding**  [Instructions: Provide information on the external research programmes in which the Department participates and their funding.] **I.7 Connecting research with teaching**  [Instructions: In not more than one page, show how the Department uses the results of research in teaching] **I.8 Policy for transferring know-how to society and the production sector** [Instructions: In not more than one page, record the Department's policy on the methods and procedures used to transfer know-how to society and the producton sector]**I.9 Publications** [Instructions: Provide information on publications – up to 10 most important ones and up to 5 the most recent (the two categories may coincide). Awards and international recognition]**J.2 Budget management to support the Department's operations and development**[Instructions: In not more than one page, record the Department's budget management process to support its operations and development and name the services and academic body involved] |

**ANNEX 7 – QUALITY STANDARDS AND INDICATORS**

**GUIDELINES:**

**This ANNEX must be completed by the Department’s Internal Evaluation Committee. The ANNEX comprises an integral part of the Departmental Evaluation application**

**Quality Standards and Indicators**

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 and 2016” [Ν. 136 (Ι)/2015 and Ν. 47(Ι)/2016].

The document describes the quality standards and indicators applied for Departmental evaluation.

**DIRECTIONS:** Note what is applicable **for each quality standard/indicator**.

1. Poor
2. To an unsatisfactory degree
3. To a satisfactory degree
4. Best practice
5. Excellent

**TABLE 8: DEPARTMENT’S INTERNAL EVALUATION COMMITTEE**

|  |  |
| --- | --- |
| **NAME** | **TITLE AND RANK** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |
| --- |
| **1. DEPARTMENT’S ACADEMIC PROFILE AND ORIENTATION** |
| **1.1** | **Mission and Strategic planning** | **1** | **2** | **3** | **4** | **5** |
| 1.1.1  | The Department has formally adopted a mission statement which is available to the public and easily accessible. |  |  |  |  |  |
| 1.1.2 | The Department has developed its strategic planning aiming at fulfilling its mission. |  |  |  |  |  |
| 1.1.3 | The Department’s Strategic planning includes short, medium-term and long-term goals and objectives, which are periodically revised and adapted. |  |  |  |  |  |
| 1.1.4 | The Programmes of Study are aligned with the aims and objectives of the Department’s development. |  |  |  |  |  |
| 1.1.5 | The academic community is involved in shaping and monitoring the implementation of the Department's development strategies. |  |  |  |  |  |
| 1.1.6 | Stakeholders such as academics, students, graduates and other professional and scientific associations participate in the Institution's development strategy. |  |  |  |  |  |
| 1.1.7 | The mechanism for collecting and analysing data and indicators needed to effectively design the Department's academic development is adequate and effective. |  |  |  |  |  |
| Justify the numerical evaluation and write additional comments that you may have for this criterion. |
| **1.2** | **Connecting with society** | **1** | **2** | **3** | **4** | **5** |
| 1.2.1 | The Department has effective mechanisms to assess the needs and demands of society and takes them into account in its various activities. |  |  |  |  |  |
| 1.2.2 | The Department provides sufficient information to the public about its activities and offered Programmes of Study. |  |  |  |  |  |
| 1.2.3 | The Department ensures that its operation and activities have a positive impact on society. |  |  |  |  |  |
| 1.2.4 | The Department has an effective communication mechanism with its graduates. |  |  |  |  |  |
| Justify the numerical evaluation and write additional comments that you may have for this criterion. |
| **1.3** | **Development processes** | **1** | **2** | **3** | **4** | **5** |
| 1.3.1 | Effective procedures and measures are in place to attract and select academic staff to ensure that they possess the formal and substantive skills to teach, carry out research and effectively carry out their work. |  |  |  |  |  |
| 1.3.2 | Planning academic staff recruitment and their professional development is in line with the Department's academic development plan. |  |  |  |  |  |
| 1.3.3 | The Institution applies an effective strategy of attracting high-level students from Cyprus. |  |  |  |  |  |
| 1.3.4 | The Institution applies an effective strategy to attract high-level students from abroad. |  |  |  |  |  |
| 1.3.5 | The funding processes for the operation of the Institution and the continuous improvement of the quality of its Programmes of Study are adequate and transparent |  |  |  |  |  |
| Justify the numerical evaluation and write additional comments that you may have for this criterion.Additionally, write: Expected number of Cypriot and international students. Countries of origin of international students and number from each country  |

|  |
| --- |
| **2. QUALITY ASSURANCE** |
| **2.1** | **System and quality assurance strategy** | **1** | **2** | **3** | **4** | **5** |
| 2.1.1 | The committee and the internal quality assurance system work systematically and effectively. |  |  |  |  |  |
| 2.1.2 | Quality assurance policies are being developed with the active engagement of interested parties. |  |  |  |  |  |
| 2.1.3 | The quality assurance system adequately covers all the functions and sectors of the Department's activities: |  |  |  |  |  |
| 2.1.3.1 | Teaching and learning |  |  |  |  |  |
| 2.1.3.2 | Research |  |  |  |  |  |
| 2.1.3.3 | The connection with society |  |  |  |  |  |
| 2.1.3.4 | Management and support services  |  |  |  |  |  |
| 2.1.4 | The Quality Assurance system promotes a culture of quality. |  |  |  |  |  |
| Justify the numerical evaluation and write additional comments that you may have for this criterion. |
| **2.2** | **Quality Assurance for the Programmes of Study** | **1** | **2** | **3** | **4** | **5** |
| 2.2.1 | The responsibility for decision-making and monitoring the implementation of the Programmes of Study offered by the Department lies with the academic personnel. |  |  |  |  |  |
| 2.2.2 | The system and criteria for assessing students' performance in the subjects of the Programmes of Studies offered by the Department are clear, sufficient and known to the students. |  |  |  |  |  |
| 2.2.3 | The quality control system refers to specific indicators and is effective.  |  |  |  |  |  |
| 2.2.4 | The results from student assessments are used to improve the programmes of Study. |  |  |  |  |  |
| 2.2.5 | The policy dealing with plagiarism committed by students as well as mechanisms for identifying and preventing it are effective. |  |  |  |  |  |
| 2.2.6 | The established procedures for examining students' objections / disagreements on issues of student evaluation or academic ethics are effective. |  |  |  |  |  |
| 2.2.7 | The Department publishes information related to the programmes of Study, credit units, learning outcomes, methodology, student admission criteria, completion of studies, facilities, number of teaching staff and the expertise of academic and teaching staff. |  |  |  |  |  |
| 2.2.8 | The Department has a clear and consistent policy on the admission criteria for students in the various programmes of Studies offered.  |  |  |  |  |  |
| 2.2.9 | The Department ensures that effective methodology is applied in the learning process. |  |  |  |  |  |
| 2.2.10 | The Department systematically collects data in relation to the academic performance of students, implements procedures for evaluating such data and has a relevant policy in place.  |  |  |  |  |  |
| 2.2.11 | The Department ensures adequate and appropriate learning resources in line with European and international standards and / or international practices, particularly: |  |  |  |  |  |
| 2.2.11.1 | Building facilities |  |  |  |  |  |
| 2.2.11.2 | Library |  |  |  |  |  |
| 2.2.11.3 | Rooms for theoretical, practical and laboratory lessons |  |  |  |  |  |
| 2.2.11.4 | Technological Infrastructure |  |  |  |  |  |
| 2.2.11.5 | Support structures for students with special needs and learning difficulties  |  |  |  |  |  |
| 2.2.11.6 | Academic Support |  |  |  |  |  |
| 2.2.11.7 | Student Welfare Services |  |  |  |  |  |
| Justify the numerical evaluation and write additional comments that you may have.Also, write the following:- Percentage of students taking part in examinations- Success exam rates of students - Average grade of degree, percentage score breakdown- Average duration of studies to obtain a degree- Work assessments and percentage score/results analysis- Percentage analysis of performance in Practice Exercise - Ratio of students/teachers per subject, in theoretical and practical  subjects |

|  |
| --- |
| **3. ADMINISTRATION** |
| **3.1** | **Administration** | **1** | **2** | **3** | **4** | **5** |
| 3.1.1 | The administrative structure is in line with the legislation in force and the Institution's Department’s mission. |  |  |  |  |  |
| 3.1.2 | The members of the academic and administrative staff and the students participate, at a satisfactory degree and on the basis of specified procedures, in the management of the Institution. |  |  |  |  |  |
| 3.1.3 | Adequate allocation of competences and responsibilities is ensured so that in academic matters, decisions are made by academics and the Department’s Council competently exercises legal control over such decisions. |  |  |  |  |  |
| 3.1.4 | The Department applies effective procedures to ensure transparency in the decision-making process. |  |  |  |  |  |
| 3.1.5 | The Department’s Council, operates systematically and exercise fully the responsibilities provided by legislation and / or the Constitution and / or the Internal Regulations of the Institution and the Department’s Regulations |  |  |  |  |  |
| 3.1.6 | The Department’s Council operates systematically and autonomously and exercise the full powers provided for by the Law and / or the Constitution of the Institution without the intervention or involvement of a body or person outside the law provisions. |  |  |  |  |  |
| 3.1.7 | The manner in which the Department’s Council operates and the procedures for disseminating and implementing their decisions are clearly formulated and implemented precisely and effectively |  |  |  |  |  |
| 3.1.8 | The Department applies procedures for the prevention and disciplinary control of academic misconduct of students, academic and administrative staff, including plagiarism. |  |  |  |  |  |
| Justify the numerical evaluation and write additional comments that you may have for this criterion.  |

|  |
| --- |
| **4. LEARNING AND TEACHING** |
| **4.1** | **PLANNING THE PROGRAMMES OF STUDY** | **1** | **2** | **3** | **4** | **5** |
| 4.1.1 | The Department provides an effective system for designing, approving, monitoring and revising the Programmes of Study.  |  |  |  |  |  |
| 4.1.2 | An effective mechanism for evaluating programmes of Study is ensured by the students and the academic staff of the Department. |  |  |  |  |  |
| 4.1.3 | The Programmes of Study are in compliance with the existing legislation and meet the professional qualifications requirements in the professional courses, where applicable. |  |  |  |  |  |
| 4.1.4 | The Institution ensures that its Programmes of Study integrate effectively theory and practice. |  |  |  |  |  |
| Justify the numerical evaluation and write additional comments that you may have for this criterion. |
| **4.2** | **ORGANISATION OF TEACHING** | **1** | **2** | **3** | **4** | **5** |
| 4.2.1 | The Department establishes student admission criteria for each programme, which are adhered to consistently. |  |  |  |  |  |
| 4.2.2 | Recognition of prior studies and credit transfer is regulated by procedures and regulations that are in line with European standards and/or international practices. |  |  |  |  |  |
| 4.2.3 | The number of students in the teaching rooms is suitable for theoretical, practical and laboratory lessons. |  |  |  |  |  |
| 4.2.4 | The teaching staff of the Department has regular and effective communication with their students. |  |  |  |  |  |
| 4.2.5 | The teaching staff of the Department provides timely and effective feedback to their students. |  |  |  |  |  |
| Justify the numerical evaluation and write additional comments that you may have for this criterion. |

|  |
| --- |
| **5. ACADEMIC AND TEACHING STAFF** |
| **5.1** | **Suitability of Teaching staff qualifications** | **1** | **2** | **3** | **4** | **5** |
| 5.1.1 | The number of academic staff - full-time and exclusive work - and the subject area of the staff sufficiently support the Programmes of Study. |  |  |  |  |  |
| 5.1.2 | The teaching staff of the Department has the relevant formal and substantive qualifications for teaching the individual subjects as described in the relevant legislation. |  |  |  |  |  |
| 5.1.3 | The Visiting Professors' subject areas adequately support the Institution’s Programmes of Study. |  |  |  |  |  |
| 5.1.4 | The Special Teaching Staff and Special Scientists have the required qualifications, sufficient professional experience and expertise to teach a limited number of Programmes of Study. |  |  |  |  |  |
| 5.1.5 | The ratio of Special Teaching Staff and the members of the Academic Personnel is satisfactory. |  |  |  |  |  |
| 5.1.6 | The ratio of the number of subjects of the Programme of study taught by academic staff working fulltime and exclusively to the number of subjects taught by part-time academic staff ensures the quality of the Programme of Study. |  |  |  |  |  |
| 5.1.7 | The ratio of the number of students to the total number of teaching staff is sufficient to support and ensure the quality of the Programme of Study. |  |  |  |  |  |
| Justify the numerical evaluation and write additional comments that you may have for this criterion.Write: - Number of academic staff working full-time and having exclusive work- Number of Special teaching staff working full-time and having exclusive work- Number of Visiting Professors- Number of Special Scientists on lease services |

|  |
| --- |
| **6. RESEARCH** |
| **6.1** | **RESEARCH** | **1** | **2** | **3** | **4** | **5** |
| 6.1.1 | The Department has a research policy formulated in line with its mission.  |  |  |  |  |  |
| 6.1.2 | The Department consistently applies internal regulations and procedures of research activity, which promote the set out research policy and ensure compliance with the regulations of research projects financing programmes. |  |  |  |  |  |
| 6.1.3 | The Department provides adequate facilities and equipment to cover the staff and students’ research activities. |  |  |  |  |  |
| 6.1.4 | Through its policy and practices, the Department encourages research collaboration within and outside the Institution, as well as participation in collaborative research funding programmes. |  |  |  |  |  |
| 6.1.5 | The results of the academic staff research activity are published to a satisfactory extent in international journals which work with critics, international conferences, conference proceedings, publications, etc. The Department also uses an open access policy for publications, which is consistent with the corresponding national and European policy.   |  |  |  |  |  |
| 6.1.6 | The Department ensures that research results are integrated into teaching and, to the extent applicable, promotes and implements a policy of transferring know-how to society and the production sector. |  |  |  |  |  |
| 6.1.7 | The Department provides mechanisms which ensure compliance with international rules of research ethics, both in relation to research activity and the rights of researchers. |  |  |  |  |  |
| 6.1.8 | The external, non-governmental, funding of research activities of academic staff is similar to other Departments in Cyprus and abroad. |  |  |  |  |  |
| 6.1.9 | The policy, indirect or direct of internal funding of the research activities of the academic staff is satisfactory, based on European and international practices. |  |  |  |  |  |
| 6.1.10 | The Programmes of Study implement the Department’s recorded research policy. |  |  |  |  |  |
| Justify the numerical evaluation and write additional comments that you may have for this criterion. |

|  |
| --- |
| **7. RESOURCES** |
| **7.1** | **RESOURCES** | **1** | **2** | **3** | **4** | **5** |
| 7.1.1 | The Department has sufficient financial resources to support its functions, managed by the Institutional and Departmental bodies |  |  |  |  |  |
| 7.1.2 | The Department follows sound and efficient management of the available financial resources in order to develop academically and research wise. |  |  |  |  |  |
| 7.1.3 | The Department’s profits and donations are used for its development and for the benefit of the university community. |  |  |  |  |  |
| 7.1.4 | The Department's budget is appropriate for its mission and adequate for the implementation of strategic planning |  |  |  |  |  |
| 7.1.5 | The Department carries out an assessment of the risks and sustainability of the Programmes of Study and adequately provides feedback on their operation. |  |  |  |  |  |
| 7.1.6 | The Department's external audit and the transparent management of its finances are ensured. |  |  |  |  |  |
| Justify the numerical evaluation and write additional comments that you may have for this criterion. |

|  |
| --- |
| **CONCLUDING REMARKS – SUGGESTIONS** Write any comments and / or suggestions for the Department as a whole or for individual components and criteria within the present evaluation. |

**Names and Signatures of the Chair and Members of the Department’s Internal Evaluation Committee:**

|  |  |
| --- | --- |
| **Name:** | **Signature:** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Date: …………………………….

200\_3\_tmimatiki\_axiologisi\_final\_en/ErI