



Reference No.: 07.14.209.007.001
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13 November 2024

To
Director
Alexander College (Larnaca)

SUBJECT: Preliminary review regarding the programme of study “MSc Event and Tourism Management”, which is offered by Alexander College (Larnaca), via the franchise method, in collaboration with Canterbury Christ Church University, UK

Based on the Law [N. 136 (I) / 2015 to 35 (I) 2021], I have instructions to inform you in regards to the findings of the **preliminary review**, carried out by CYQAA, for the programme of study **MSc Event and Tourism Management (1 academic year, 90 ECTS, 180 Credits)**, of the institution Canterbury Christ Church University UK (CCCU), which is offered via the franchise method by your institution, Alexander College (Larnaca).

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 that you will reply with specific references to documentation (annexes and pages) in accordance to the Agency’s Law.

Observations during the preliminary review:

a. Academic Staff

The Agency would like to highlight that recruiting qualified staff is a prerequisite for running successful programmes of study:

- According to the Agency’s guidelines, no less than 70% of the teaching staff should hold a full-time position, and only the remaining 30% must be part-time staff. Please,

submit more information on this matter since 57% of the teaching staff in the programme is employed on a part-time basis.

- According to the announcement of the Agency, dated 14 July 2023 (<https://www.dipae.ac.cy/index.php/el/nea-ekdiloseis/anakoinoseis-el/710-14-7-2023-monimo-kai-plirous-apascholisis-akadimaiko-prosopiko-2>) at least 70% of the academic staff of higher education institutions must be PhD holders and should actively engage in research activities that lead to publications in peer-reviewed journals. This is essential since such involvement not only contributes to the professional development of the faculty, but it also enhances the overall success of the programme of study.

In the list of the teaching staff you provided of your institution, only 57% of the staff members hold a PhD. Please submit more information on this matter.

- After the review of the applications for the programme offered in Paphos and Larnaca, it was noticed that **five out of the seven members** of your teaching staff are employed by your College to teach at both Alexander College Larnaca and Paphos.

In order for the Agency to assure that the quality of the programmes 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 under the maximum number of teaching periods per week provided by the Law, you need to submit the following:

- A list indicating all the members of the teaching staff employed for this programme of study, for both Alexander College Larnaca and Paphos and also the number of teaching periods per week for each member of the academic staff, on the programme, for both Alexander College Larnaca and Paphos.
 - The weekly timetable indicating the exact time each course will be offered /delivered for the programme and the name of the academic responsible for each course at both Alexander College Larnaca and Paphos.
- **On page20, PART B- point (d) of the Request for review of the programme, at Table A: Teaching Staff-CCCU, reference number 2, is mentioned to be teaching in the programme but his CV was not submitted.**

In **ANNEX XI- MSc Event & Tourism Management CCCU TEACHING STAFF CV**, the CV of **Dr L. Th.** was submitted but she is not included in **Table A: Teaching Staff- CCCU** as part of the teaching staff in the programme.

Please comment on the above.

- The CYQAA Council, during its 99th Summit, on the 13th of November 2023, has decided that all institutions will be required to send the list of their academic staff who teach in their programmes extracted from the **ERGANI database**.

Hence you are kindly asked to submit the abovementioned list for the teaching staff in the programme.

- All academic staff profiles (name and rank) must be uploaded on your **website**, including **part time staff**.

b. Academic facilities

After reviewing **Annex IX Venue Resources and Staffing Checklist- updated CCCU staff details March 2024**, it was noticed that it includes the same information as the equivalent annex submitted for Alexander College Paphos campus. More specifically, the building (photos etc.), the IT facilities (number of computer labs, number of workstations etc.) and the cafeteria facilities (its location in the building, sitting capacity etc.) are identical to the ones at Alexander College Paphos.

Please comment on the above.

I remain at your disposal for any inquiries.

(Emily Alexandridou)
On Behalf of the President of
Cyprus Agency of Quality Assurance
and Accreditation in Higher Education