



28 August 2025

To Whom it May Concern

The Cyprus Agency of Quality Assurance and Accreditation in Higher Education  
Lemesou Avenue, 5, 2112 Nicosia  
Cyprus

**Subject: Response to questions raised by The Cyprus Agency of Quality Assurance and Accreditation in Higher Education (CYQAA) regarding cross-border / franchise programme of study at Ledra College in partnership with the University of Sunderland**

Further to your letter dated 20 December 2024, please find below detailed responses to the questions raised by the CYQAA concerning the application for approval for the BSc (Hons) Computer Science programme to be offered by Ledra College, Cyprus in partnership with the University of Sunderland.

**Responses to CYQAA questions:**

<b>1. How will you verify that the students admitted to the programme will satisfy the admission criteria?</b>
<b>Response</b> <i>a) Under the Collaborative Provision Agreement terms, the University finally approves student admissions and issues offer letters. Ledra College staff are experienced in the demands of international qualifications and will filter student applications in the first instance, before sending these to Sunderland for a final decision.</i> <i>b) As per the operations manual, partners must check student original certificates prior to submitting to the University for review.</i>
<b>2. Will you have information regarding the profile of incoming students?</b>
<b>Response</b> <i>a) Student applications are submitted by Ledra College via the University of Sunderland TNE hub. Applicants are assessed against standard entry criteria, however work experience is assessed on a case-by-case basis.</i>
<b>3. How will you ensure that students have a good command of the programme's teaching language?</b>
<b>Response</b> <i>a) In accordance with the Collaborative Provision Agreement between the University of Sunderland and Ledra College, all teaching of the awards must be carried out in the English Language.</i> <i>b) During the partnership approval carried out by the University, it was established that Ledra College's English Language proficiency requirements align with the University's minimum requirements. Possession of an appropriate standard of proficiency in the English Language is a requirement for entry to the University of Sunderland programmes. The University provided Ledra College with a list of recognised English Language tests and equivalencies and scrutinised the list of tests used by Ledra College and subsequently confirmed that these are acceptable for entry to the Sunderland programmes.</i> <i>c) The University's partnership approval panel also established that when needed, students at Ledra College have access to English Language support. The College offers free language</i>

<p>courses covering key language and academic skills such as essay writing, reading, and academic grammar. Students told the panel that they have found these free courses very useful.</p> <p>d) <i>The University is thus confident that because English Language proficiency is an entry requirement, and that additional support is available to students free of charge, that students who complete its awards at Ledra College have an acceptable command of the English Language.</i></p>
<p><b>4. What is the selection process for the teaching staff in the franchise programme of study and what are the minimum qualifications they must possess?</b></p>
<p><b>Response</b></p> <p>a) <i>Ledra College has a policy and procedure in place for the recruitment and selection of staff. For lecturing staff this includes screening by a selection committee, short-listing and interview.</i></p> <p>b) <i>The precise minimum required qualifications are not specified by the University but in practice the University would usually expect tutors to be qualified to a level above that which will be taught, for example master's level for an undergraduate programme.</i></p> <p>c) <i>In accordance with standard practice and the terms of the Collaborative Provision Agreement and operations manual, all Ledra College teaching staff CVs must be approved by the relevant Sunderland faculty before they teach on the University awards. Tutor CVs are mapped against the modules they are allocated to teach to ensure their profile is appropriate for the specific module content.</i></p> <p>d) <i>Teaching staff CV matrices approved by the University for the BSc (Hons) Computer Science programme, show that tutors are qualified to degree level or above and that most tutors hold PhDs which meets University of Sunderland teaching staff requirements.</i></p>
<p><b>5. What knowledge will you have of the exam papers administered?</b></p>
<p><b>Response</b></p> <p>a) <i>Under the Full Franchise collaborative model under which the Sunderland programme will operate under the terms of the Collaborative Provision Agreement, all assessments and examinations (where these are adopted) are designed, approved, and issued by the University of Sunderland in respect of all programmes offered through the partnership with Ledra College.</i></p> <p>b) <i>The University also carries out marking, moderation and assessment feedback, as well as appointing and remunerating external examiners whose roles would be allocated to cover the delivery of the proposed programme from Ledra College.</i></p>
<p><b>6. How do you check that the franchise programmes will be implemented based on quality criteria? What evidence do you request from Ledra College?</b></p>
<p><b>Response</b></p> <p>a) <i>Ledra College's systems for quality managing provision were checked by the University partnership approval panel. The panel noted that Ledra College is already recognised in country by CYQAA to offer several higher education qualifications which gave confidence that Ledra College complies with the relevant accreditation regulations.</i></p> <p>b) <i>The panel also noted that Ledra College continuously reviews and evaluates its provision to ensure it is fit for purpose and meets with all in-country approval requirements.</i></p> <p>c) <i>Ledra College has in place a comprehensive Quality Assurance Manual detailing all systems and processes for ensuring on-going quality of the portfolio of programmes offered.</i></p> <p>d) <i>At partnership approval, the University considered substantial evidence set from the proposed partner to help provide assurance that programmes would be delivered and managed in a high-quality manner. Documentation seen by the panel included:</i></p> <p><b><i>Introduction to Ledra College and exploration of its future plans (ppt presentation):</i></b></p> <ul style="list-style-type: none"> <li>- <i>Videos of Facilities at Ledra College</i></li> <li>- <i>Ledra College Sunderland Strategic Plan</i></li> <li>- <i>Building Facilities and Resources</i></li> </ul> <p><b><i>Ledra College Quality Assurance Handbook</i></b></p> <ul style="list-style-type: none"> <li>- <i>Application for Evaluation submitted to the CYQAA for BA International Relations, Global Economy and Strategy dated July 2019</i></li> <li>- <i>BA International Relations, Global Economy and Strategy Approval Letter from the CYQAA</i></li> <li>- <i>Ledra College Assessment Criteria</i></li> </ul>

**Teaching effectiveness and staff development:**

- Ledra College CPD Handbook
- Ledra College CPD Research Document – Promoting Quality of Teaching: A Dynamic Approach to Teacher Professional Development
- Example Staff Development Activities
- Staff Induction Details

**Annual review (including the appointment of External Examiners):**

- Details of Ledra's experience of complying with the requirements of external organisations such as awarding bodies.
- External Examiner Report Template

**Management of the Student Voice/Student Representation**

- Student Evaluation Form
- Student Representatives Guide

**Student Support together with:**

- Student Induction Information
- Ledra College Student Handbook

**Student Admissions and Recruitment:**

- Student Admissions Requirements
- About the Study Abroad Office
- Sample Promotional Materials - Ledra Prospectus 2020-21

**Teaching Staff Appointments:**

- Ledra College Policy and Procedure on the Recruitment and Selection of Staff
- Ledra College Lecturers Summary
- Staff CVs and Sample staff publications

**External Review of Ledra College:**

- BA International Relations, Global Economy and Strategy Approval Report from the CYQAA
- Athalassas Building Municipality Agreement
- City and Guilds Additional Qualification Approval
- City and Guilds Visit Report for Additional Qualification

**Ledra College Library Book List**

- e) As part of the Annual Review of Partnerships by the University, Ledra College are required to submit annual reports to the University for each subject area, covering all University of Sunderland programmes delivered at the College. The most recent reports show that student feedback for the programmes currently running at Ledra College have been very positive. Annual Reports are considered by the Global Partnership Lead/Centre Leader and by the University's TNE (Transnational Education) Quality and Standards Sub-Group.

**7. Will you visit classes where your programme will be taught in Cyprus? What is the teaching methodology followed?**

**Response**

- a) In accordance with the terms of the University of Sunderland Collaborative Provision Agreement and related operations manual, Global Partnership Leads/Centre Leaders employed by the University of Sunderland have been appointed to oversee the academic management of the relationship with Ledra College and the University. Amongst other activities the Global Partnership Lead will carry out observation of Ledra College teaching sessions to ensure University expectations are being met and to provide tutors with further guidance. Full details of the Global Partnership Lead role are accessible here: [Global Partnership Lead Role Descriptor](#).
- b) The teaching methodologies followed in relation to the University of Sunderland programme should be carried out in accordance with the module and programme guides issued by the University.

**8. Do you check the infrastructure required, the educational facilities and services offered by Ledra College, to ensure that the physical learning, teaching environments and resources will meet with the quality and standards required? Could you confirm that they have been considered and approved by your institution (required submission of the signed Visit Evaluation reports after your visits to the institution in Cyprus).**

- a) The panel was unable to visit Ledra College as part of the initial College approval in 2021, due restrictions on travel due to the COVID-19 pandemic. As detailed in section 6 above, the

*panel considered a substantial documentation set at partnership approval stage. The panel also held meetings with Ledra College senior staff, teaching staff, support staff and students as part of the initial partnership approval.*

- b) The University faculty provided details of the specific hardware and software requirements for the BSc (Hons) Computer Science programme and Ledra College provided evidence (such as videos, photographs, screenshots) of the resources in place at the College. The University faculty considered and approved this as appropriate to support the programme.*
- c) Several 'virtual' visits/meetings have taken place with the University Global Partnership Lead, International Office, Academic Registry and Ledra College to discuss a range of topics from initial set up to assessments, staff and student feedback and programme developments.*
- d) A physical visit of Ledra College took place between 01-04 June 2025, following this visiting staff reported levels of student support, teaching, and resource availability at Ledra College are of the quality expected and information UoS have is accurate. The completed site visit report is attached.*

Additionally, please note the BSc (Hons) Computer Science programme of study is 360 UK credits which equates to approximately 180 ECTS credits.

Should you require any further information, please do not hesitate to contact Dr. Thomas TY Win, Associate Head of School of Computer Science, Faculty of Business and Technology [Thomas.Thu\\_Yein@sunderland.ac.uk](mailto:Thomas.Thu_Yein@sunderland.ac.uk).

Yours sincerely,

*L. Brown*

Ms Lyndsay Brown

Deputy Head of Quality (Partnerships), Academic Registry