Cyprus Agency of Quality Assurance and Accreditation in Higher Education

Lemesou Avenue, 5

2112 Lefkosia

Cyprus

23 November 23

Dear Droso Lavithi, on behalf of the President;

**Re: Response to your letter regarding franchise programmes of study at City Unity College Nicosia- BSc (Hons) Computing**

Thank you for your letter dated 22nd November to my colleague Moyra Throssell, regarding the proposed partnership arrangement between London Metropolitan University and City Unity College Nicosia.

Please find below detailed responses to your questions regarding the BSc (Hons) Computing programme.

**How do you check that students admitted to the programme meet the admission criteria?**

The courses planned for delivery in a collaborative partnership with City Unity College are franchised, thus meaning that the course is already developed, written by and delivered at London Metropolitan University (London Met).  London Met sets stringent admissions criteria for all of its partnership provision. City Unity College are expected to market and

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recruit to the courses using the admissions criteria agreed by the approving quality panel. City Unity College is expected to send details of the enrolled students to London Met within a specified timeframe to ensure that all students are registered with London Met as the awarding body. The required student details include evidence of prior attained qualifications. Applicants who do not meet the standard published admissions criteria may be considered for admission on an individual basis by the course liaison tutor at London Met.

As part of the repeat due diligence process, the Partnerships Office at London Met undertakes admissions audits which requires collaborative partners to produce the admissions files for a random sample of specified applicants. This process would highlight any issues with admissions compliance.

**Do you have information about the profile of incoming students?**

To be approved as a partner of London Met, City Unity College were required to assist in the development of a business case which included market intelligence and the typical student profile of applicants to the courses. The potential recruitment market is also considered by the quality panel during the approval event for the collaboration.

**How do you ensure that students have a good command of the programme's teaching language?**

London Met specifies the admissions criteria, which for BSc (Hons) Computing is as follows:
- Students should be 18+ on enrolment.
  And the minimum academic qualifications required (for Cyprus):
- Successful completion of the Apolytirion of Lykeio with an overall score of 12 (60%) or above, or equivalent.
- An adequate proficiency in English must be demonstrated and will be assessed during the induction phase of the course. The requirement is a minimum IELTS score of 6.0 or an equivalent English language test in B2 Level.
- All applicants must be able to demonstrate proficiency in the Greek language at

B2 or above.

**What are the minimum required qualifications of the teaching staff?**

Teaching staff are expected to hold a qualification one level above (at least) that which is being taught, so for the BSc (Hons) Computing, teaching staff are generally expected to hold at least a Masters qualification or be industry experts with experiential expertise. Staff CVs are required and approved as part of the quality approval process of the collaboration with City Unity College. New staff at City Unity College post-approval are required to submit their CV to London Met for approval to teach on the London Met course.

**What knowledge do you have of the exam papers administered?**

As this is a franchised course, London Met provide copies of all teaching, learning and assessment materials. Exam papers are shared with key colleagues at City Unity College and colleagues at City Unity College are asked to contextualise these for their students. All exam papers must then be submitted and approved by London Met and the relevant External Examiner.

**How do you check that the programmes are implemented based on quality criteria? What evidence do you request from CUC College?**

Initially, City College were required to submit documentation to allow London Met to conduct due diligence and consider institutional approval. Documentation required from City Unity College  included the following:

- A brief history of the institution including details of its ownership.
- Supporting documents which help to determine the nature of the institution:
  mission statement;
  strategic plan;
  prospectus.
- Details of the institution's governance and management structure including membership and terms of reference of its governing body and important internal committees,

including a diagrammatic representation of the organisational and internal structure;

- Relevant financial information:

  budget statements;

  management accounts;

- Audited published financial statements including income and expenditure account, balance sheet, cash flow statement and notes to the accounts.

- A detailed description of the academic and administrative resources available at the institution to support the collaborative arrangements proposed (to include provision for welfare and wellbeing, support services and pastoral care available to students);

- Evidence about the quality of provision at the institution:

  reports from funding bodies;

  reports from external quality assurance bodies;

- The Student Protection Plan, where appropriate;

- The Access and Participation Plan or Statement;

- Details of the complaints and appeals procedure;

- The safeguarding policy;

- Liability insurance e.g. copies of valid insurance certificates;

- Health and Safety policy;

- Equality, Diversity and Inclusion Policy, including any policies on supporting students with disabilities and / or difficulties;

- Details of any Refund and /or Compensation Policy

- Details of any other UK HEI or educational bodies with which the institution has, or has previously had, collaborative arrangements, if applicable.

- Staff Development Policy and details for monitoring the performance of teaching staff.

- The constitution of the institution which gives it legal status, e.g. Articles of Association, Trust deed, Act of Parliament;

- Audited accounts (including director's notes) for the preceding 3 financial years;

- Corporate plan/business plan/financial forecasts;

- A list of names under which the organisation/institution trades;

- Litigation and disputes, i.e. details of any proceedings (civil, criminal or arbitration), dispute or complaint, any order or judgement, if relevant;

- A written statement from prospective institution confirming the organisation's/institution's ability to enter into contract with London Met;

- Employment policies and profile (to include details of staff numbers broken down separately for academic and administrative staff;

- Policy on the admission of students and a profile of the student body;

- Quality assurance arrangements currently in place for: curriculum development, approval, monitoring and review of courses, collection and evaluation of student feedback, management and administration of assessment processes, feedback to students on assessed work, tracking students progression and achievement, student consultation and representation systems;

- Independent evidence of the institution's reputation and standing, including checking any previous association of the institution with another UK higher education institution;

- Documentation about any legal or regulatory requirements (including the institution's legal capacity to award 'Joint' or 'Dual' awards, if relevant) to which the institution must conform.

- Details of government approval/accreditation/recognition of the institution (copies of approval letters or certificates issued by the local ministry of education, the national quality assurance agency, etc.).

- The documentation is scrutinised by London Met's Quality team, Legal team and Finance team before recommending approval to the university's Collaborative Partnerships Committee.

Following this, a quality panel is convened to consider the approval of City Unity College to teach and assess London Met's courses. This requires City Unity College and the relevant London Met School to produce and submit  contextualised course and module specifications, student handbook, information relating to how digital literacy is embedded in the teaching and learning, a commitment to the Social Justice framework at London Met.

London Met awards an approved partner an initial three year contract; in the third year of operation, London Met will undertake a quality based Partner Review which will consider the health of the partnership and recommend whether the partnership should continue.

Throughout the partnership, City Unity College is expected to participate in London Met's continuous monitoring process and engage with the Academic Liaison Tutor who will conduct partner visits, facilitate Course Committee meetings, meet with students to

understand the student experience.

London Met has processes in place to support and monitor a partner should there be a cause for concern regarding the quality of the partnership and / or student experience.

**Have you ever visited classes where your programmes are taught in Cyprus? What is the teaching methodology followed?**

London Met conducted a site visit as part of the initial approval process. The Academic Liaison Tutor will undertake their first visit to the partnership in March 2024 with a view to meeting psychology students. The Academic Liaison Tutor is expected to maintain regular contact with the partner and conduct two formal visits per year.

I hope this answers your queries fully, but please don't hesitate to get in touch should further information be required.

Yours sincerely,

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