1. How will you verify that the students admitted to the programme will satisfy the admission criteria?

Admission to the law programme will be administered by Neapolis University Pafos (NUP) in accordance with agreed criteria as follows:

LLB Law University of Reading and Neapolis University Pafos

- o Typical offer (A Levels) AAB

- o Cypriot equivalence of Cypriot Apolytirion 17.5-18.5 (87.5%-90%) or Cypriot Devlet Lise Diplomasi 7.5 – 8
- o English language requirements:

IELTS 6.5 with no component below 5.5 (or equivalent)

https://www.reading.ac.uk/admissions/acceptable-english-language-proficiency-tests

The above requirements are essential for the University of Reading's School of Law and are reflected by the franchise programme offered by the Neapolis University Pafos.

Application forms
For a candidate to be considered for admission to the programme, they need to complete an Application Form. Once completed, the application form should be returned directly to the Admissions Office along with the additional documentation required or it can be submitted online.

Documents required
A student who applies for the program should submit the following documents:
- Application Form
- ID/Passport copy
- Secondary School Leaving Certificate and Transcript
- English language proficiency
- One Reference Letter
- Personal Statement (max. 500 words)
- Curriculum Vitae (CV)
- Two passport photos

Neapolis University will verify applicants' qualification for enrolments onto LLB Law programme. This information (documents listed above) will be shared with the University of Reading programme director on an agreed date, usually no later than the start of the Reading academic year. There are two intakes, these will be in September and January.

 NUP can admit students to the programme provided they meet the agreed entry criteria detailed in the programme specification, without reference to UoR. If NUP want to

admit a student who doesn't meet the criteria, they would need to contact the UoR programme director to discuss. University of Reading retains discretion to admit applicants from non-standard backgrounds, for example, mature students with relevant industry experience.

If a student is accepted onto the programme, the documents, listed above, will be shared with the University of Reading (admissions team and programme director).

UoR will create student records for these students under the programme code UFLAW6.

2. Please explain how you will receive information regarding the profile of incoming students.

As described above, incoming students will apply to NUP and their applications, if approved, will be shared with the admissions team and the University of Reading (UoR) School of Law programme director on an agreed date, usually at the start of the academic year. There are two intakes, these will be in September and January. Individual applicant statistics will be regularly reviewed at collaboration meetings.

Agreed admissions criteria (above) must be met, including the English language requirement.

Students will have records created on the University of Reading record system called RISIS. RISIS holds personal and academic information for students. Student progress will be monitored by the University of Reading, including feedback from the School of Law to central committees as part of a university wide monitoring process called annual programme review.

https://www.reading.ac.uk/cqsd/-/media/project/functions/cqsd/documents/qap/monitoring-of-t-and-l-policy.pdf

Extract:

Programmes involving delivery with a partner

Where BoSSE (Board of Studies and Student Experience) are responsible for programmes involving delivery with a partner, such programmes should be considered as part of the BoSSE's programme reflection and Action Plan process. Programme Directors for such programmes should ensure that any priorities which impact the delivery of a partnership programme are actioned and reported back to the BoSSE.

Link to BoSSE agenda template and guidance https://www.reading.ac.uk/cqsd/-/media/project/functions/cqsd/documents/qap/board-of-studies-and-student-experience-agenda-and-guidance.pdf

Programme Directors responsible for collaborative programmes will be required to evaluate the partnership provision, the standards of any awards delivered with the partner and the quality of the student experience working with the partner, and this will be reported on an annual basis.

Programme Directors will submit a Partner Programme Sub-report, completed by the partner institution, and a Partnership Annual Monitoring Form for each partner, to the autumn term BoSSE. These will highlight successes and challenges, with a focus on operational aspects of the collaborative provision and delivery of the partnership programme and will inform the relevant School Action Plan.

Collaborative programmes may have their own programme-level priorities and actions, as appropriate.

The Partner Programme Sub-Report and the Annual Partnership Monitoring forms will also be submitted to the Centre for Quality Support and Development (CQSD) in September each year. CQSD will identify common themes, issues and good practice across the collaborative provision programmes to produce the Annual Collaborative Provision Report, submitted to DELT in November each year.

DELT will use the Annual Collaborative Provision Report, alongside other sources of evidence and Schools' Action Plans to make further recommendations, where appropriate.

In addition, CQSD and the International Partnerships Team will use the data and information gained through the Partner Programme Sub-reports and the Annual Partnership Monitoring Forms to report annually to the Global Engagement Strategy Board (GESB). The GESB will concentrate on the marketing, financial, recruitment and partnership relationship aspects of the programmes.

3. How will you ensure that students have a good command of the programme's teaching language?

There is a minimum language requirement for entry to the LLB law programme. IELTS, or equivalent, has been agreed (details provided in question one response).

 Where students need additional English language support, they can apply to the University of Reading pre-sessional language programmes https://www.reading.ac.uk/isli/pre-sessional-english

4. How will the teaching staff in the programme be selected and what will their minimum required qualifications be?

Staff are employed by NUP. UoR staff (programme directors or equivalent) will be invited to join interview panels, scrutinise CV's and be involved in shortlisting for interviews. Minimum requirement is an English law degree at either postgraduate or undergraduate level, depending upon experience.

5. How will exam papers be administered?

The University of Reading is experienced with delivering franchise programmes and the processes for examinations and assessed work are established.

NUP staff will work closely with UoR module convenors to set exam papers. Review of NUP set papers will be conducted as part of the UoR exam paper scrutiny process, this includes review by peers and external examiners. Following the examinations student papers will be marked by NUP staff and will be moderated by UoR colleagues and external examiners. These processes are replicated for assessed work.

https://www.reading.ac.uk/cqsd/policies-procedures/assessmenthandbook

The Assessment Handbook (link above) presents the University's assessment policies and procedures topic-by-topic, following the broad sequence of the assessment process.

6. How will you check that the programme is implemented based on quality criteria? What evidence do you request from Neapolis University Pafos?

UoR has access to NUP virtual learning environment and the programme directors (Reading and NUP) will work closely with NUP and UoR module convenors to meet the UoR guidelines relating to teaching and learning (link here) https://www.reading.ac.uk/cqsd/policies-procedures

This will include the following:

Procedures for Teaching and Learning

1. Key Strategies

Key strategies and documents as they relate to the provision of teaching and learning at the University of Reading.

2. Quality Management Processes and Structures

Policies and procedures detailing the quality management processes and structures for teaching and learning.

3. Internal Monitoring

Details on key quality assurance monitoring procedures in teaching and learning, including School Teaching Enhancement Action Plans (STEAP), Periodic Evaluation and Enhancement Review (PEER) and the Portfolio Management Process (PMP).

4. Student Representation

Key documents relating to student representation, evaluation and complaints.

5. Programme Design and Development

University policies and procedures for the design and development of programmes.

6. Programme-related matters

Policies and procedures designed to support the effective delivery of programmes.

7. Personal Development

Supporting the personal development of students, including the Statement of learner responsibilities and details of the Academic Tutor System.

8. Diversity and Equality

Key documents to ensure that the University provides a quality learning experience for its diverse student body.

9. Research Degrees

Policies relating to the delivery of research degrees and associated activities.

10. Staff Development Matters

Support for academic colleagues as they develop their careers.

13. Assessment Handbook

The University policies and procedures for assessment.

As part of the UoR quality assurance processes NUP staff will join module meetings on a regular basis, including pre-teaching meetings, exam paper scrutiny, module planning, exam marking and the annual programme review.

7. Have you ever visited classes where your programme will be taught in Cyprus? What will be the teaching methodology followed?

The LLB in Law is a new programme, so we have not had the opportunity to visit classes. However, once the programme begins, we will regularly join classes to ensure quality and curriculum mapping. These visits will be both in person and online.

The main mode of delivery of programmes will be on-campus face-to-face.

We encourage innovation in pedagogical approaches and technology enhanced learning. Where pedagogically appropriate, we may integrate online learning activities that have a clear benefit of enhancing the student experience and/or supporting inclusive practice.

Given that students will be expected to be on campus, there will not be a need for duplication of sessions in different modes (i.e., teaching the same session face-to-face and online), or hybrid teaching (i.e., live teaching sessions involving both students in the classroom and students online).

Teaching activities should be designed to be engaging and inclusive. Live sessions, whether on campus or online, should provide students with the opportunity to raise questions about content and actively engage with their learning, for example, through debates, discussion, and problem-solving tasks.

8. How do you check if Neapolis University Pafos has the infrastructure required to ensure that the physical learning, teaching environments and resources meet with the quality and standards required? Please confirm that everything involved in the collaborative programme has been considered and approved by your institution.

Two site visits have been conducted by the University of Reading partnerships manager, senior quality support officer, School Director of Teaching and Learning, School Director of global engagement and programme directors. The Head of School, Professor James Devenney has visited on three occasions, including a visit in October 2024 to confirm appropriate facilities and review new facilities.

As part of the University's programme and partnership approval processes, the University Programme Board received due diligence reports and supporting documentation when considering approval of NUP as a collaborative partner for programmes in Law. The University was provided with thorough and detailed documentation by NUP, which was scrutinised as part of the University's normal due diligence process. The University Programme Board approved the collaborative programme in March 2023, and received a further report, for information, following a visit by a UoR delegation to NUP in July 2023. During the visit, the UoR delegation was given a tour of the NUP campus and received informative presentations from numerous functions and teams at NUP. Following the visit, the UoR delegation was happy to confirm that the infrastructure at NUP met the required quality and standards expected.

Also, we kindly ask you to submit your signed Visit Evaluation reports, if you have any at this point, after your visits to the institution in Cyprus.

UoR will submit reports after visits to the NUP campus following the commencement of the programme.