

14th June 2018

**President and Council Members of
The Cyprus Agency of Quality Assurance and Accreditation in Higher
Education**

Honourable Members of the Council,

Topic: Application for Evaluation – Accreditation of the new program Diploma in Fine Art.

We received the External Evaluation Report prepared by the committee after the day visit on the 7th of June 2018 at Alexander College Larnaca. After a thorough review of the report prepared by the committee and considering the remarks – suggestions made by the committee the following comments and / or actions will take place in order to improve the overall quality of the program:

- *“Update the philosophy of the Fine Art programme so that it responds to developments in the subject and the best practice across HE internationally”.*

The Fine Art Diploma as it is now, has an International appeal and all the courses of the program focus on the contemporary aspects of Fine Art practice. The only courses that include some traditional aspects of Fine Art practice are: **FAA111 Fine Art Sculpture** and **FAA112 Fine Art Painting 1**. These two courses include some workshops on traditional techniques but as the courses outline, these traditional workshops constitute only *some* part of these two courses.

The Course Purpose and Objectives of these two courses state the introduction of students both to traditional and contemporary aspects of Fine Art practice. This small percentage of traditional techniques workshops is part of most of the International programs of Fine Art Diplomas and therefore, the Fine Art Diploma is in complete accordance with International Fine Art Diploma standards.

Also, in order to enhance even more the philosophy of the program so that it reflects to the developments in the subject and best practice across Higher Education internationally, the following amendments will be considered on the document of the Diploma in Fine Art (Document:200.1):

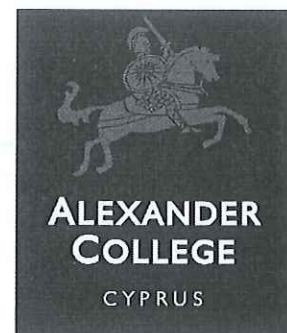
- **p.53 Course Purpose and Objectives:**

This course is an introduction to some of the traditional and contemporary techniques of 3D media. The course will inform students about the relation between technique and personal creative intentions through traditional and contemporary aspects of sculpture. Through the process of making sculpture, students will see the evolution of sculpture from the traditional usage of 3D to contemporary art thinking and practice. In this course they will use systematic investigation to extend visual thinking and creativity and attend workshops on various material properties, techniques and processes. Students will have to undertake research and relate artists and techniques in order to contextualize and explain their work within the context of contemporary fine art practice.

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- **p.53-54 Course Description:**
Delete the last bullet point in order to have more options to include both contemporary and traditional artists.
 - **p.84 Course Title will change into:**
Independent Research in Art
 - **p. 84 Course Purpose and Objectives:**
In this course students will research in depth an area of art and visual culture which interests them as artists. The course will present current theories of art and visual culture. It will encourage strong individual theoretical research which will result in a written essay and presentation.
- *"Roll out the research culture into Fine Art. Adopt members of the teaching team and student body onto the Research Centre Scientific Council (and rename this body to reflect its wider remit)".*

Alexander Research Centre was officially established in 2016. Since its establishment it has worked in close collaboration with the only one accredited program offered by Alexander College (BSc Business Administration with Accounting and Finance). The research centre in collaboration with staff members of the accredited program has already completed or works towards the completion of a number of funded research programs such as:

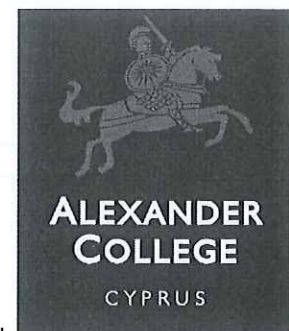
- Annual Research on Micro and Small Businesses in Larnaca (a research activity produced annually)
- Innovative Research on Public Procurement (the research was completed on May 2018 and results were announced on June 2018)
- Project PIN #prevention and #intervention (ongoing)

Alexander College, in view of its international collaborations and full adaptation to European Research Criteria and Strategies, as well as the forthcoming Institutional Evaluation, has closely involved with research and synergy with education. The college Board of Directors, following the suggestion of the Academic Council and the Internal Quality Assurance Committee, has adopted the Strategic Research Policy 2020 (<http://alexander.ac.cy/en/research-centre/>). The college Research Policy is promoted by the Alexander Research Centre and the Research Committee. Supports the academic community with materials and other motivations, diffuses the research culture in the academic and student community, prepares and participates with applications in competitions and programs while it aims to synergy primarily with Organizations of the wider region of Larnaca and Famagusta. In addition, the new structures (Internal Quality Assurance Committee, Research Committee, Alexander Research Centre) have ensured enrichment of courses and programs in the light of modern international developments and research results including research results of the Alexander Research Centre in Cyprus. In the framework of the Strategic Development and Research, Alexander College and the Alexander Research Centre are in talks to collaborate with Foreign Institutes including research collaboration with academics and researchers. Additionally, talks on collaborations with educational institutions in Cyprus and abroad to attract research programs and funding are ongoing.

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Furthermore, on April 2018 the new Research Policy Framework was issued in order to elaborate all programs offered at Alexander College, new and old, on various fields of study including Art and Design. One of the new policy framework targets is to improve the Research Work and Synergies with Teaching quality standard and indicators as well as to support and promote research spirit and activities amongst the college members. The Research Policy Framework can be found in Appendix 1.

Even though the duration of study for the Diploma in Fine Art is two (2) years, research activity by staff members is expected.

- *"If an emphasis on traditional modes of Fine Art production is to be retained within the programme, urgently develop a procurement policy so that the teaching programme is properly resourced with equipment and materials".*

The Art Labs Premises are spacious art studios but there is an understanding on the need of a ground floor studio. The college management is close to an agreement with the building owner in order to rent the ground floor as it is vacant since May 2018. Upon final agreement (expected end of June 2018), the sculpture space as well as the gallery will move at the ground floor. Furthermore, some teaching elements related to practice-based courses like Fine Art Sculpture and Exploration of 3D Materials, will be outsourced to the companies A. Evangelides and Sons, Emira Pottery and Efthymios Studio, which, among others, they provide services for casting in any metal, welding in bronze, use of ceramic ovens and wheels. Workshops taking place at the mentioned companies, students are accompanied by tutors and health and safety training is provided as well as equipment.

The college management is aware that the proposed Diploma in Fine Art requires more resources than the previous franchise Fine Art programme. The college management is committed, upon approval of the art and design programs by the Cyprus Agency of Quality Assurance and Accreditation in Higher Education, to invest further €20,000.00 on equipment necessary to improve the teaching and learning experience of students and staff.

The college has a procurement process in place in order for staff members, both teaching and administrative, to request equipment, material, tools, books etc for purchase. The Request Form sample can be found in Appendix 2.

- *"Enrich the collection in the Library and improve the loan policy."*

The college library has a stock of more than three hundred and fifty (350) book titles under the Fine Art program. Full list of all book titles on Fine Art can be found in Appendix 3. Also, a list of books already ordered but not received yet can be found in Appendix 3. Further to the comment of the loan policy the college management has decided to change the loan policy as from September 2018 and instead of a single day loan to change to five consecutive days.

The college has agreed to participate on the Cyprus Academic Library Consortium (CALC). The library and teaching staff have received a trial access and are currently reviewing the various publishers suggested, in order to finalize the agreement.

Yours Sincerely,

Andy Loppas
Principal

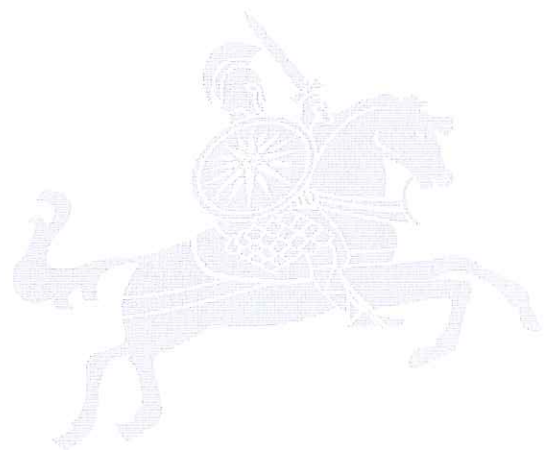
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Appendix 1



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Research Policy Framework



**ALEXANDER
COLLEGE**

2018

Alexander College's decision following the recommendation of the Internal Quality Assurance Committee and the Academic Council to Adopt Amendments to Alexander College's Research Policy

Research Excellence Framework

Alexander College recognizes the positive contribution of academic staff to continue progress and success. That is why the excellent contribution to research will be honored and rewarded.

In order to better support the synergy between research and teaching, Alexander College is committed to the best possible teaching quality in order to improve students' learning experience and thus drive higher student achievements, job opportunities and satisfaction.

To ensure a vibrant culture of research synergy with teaching, academic staff teach and conduct research at all levels, with the exception of staff who hold contracts for teaching only as they are not required to conduct research.

Research will be evaluated on the basis of its value.

All academic staff must demonstrate academic abilities and achievements. Their qualifications will be assessed in terms of the quality of their published and other creative work, the breadth and diversity of their research interests, their success in the field of independence and / or cooperation, their success in ensuring appropriate external support, success in the education and training of students in academic methods, their participation and leadership in professional associations and their record of publication in scientific journals and their prospects for success and academic achievements. Achievements can be categorized in the field of academic research, creative contribution to the professional field, or in the field of creative arts.

More specifically, the criteria relate to one or more of the followings:

- Development of individual research or leadership or contribution to a research team
- Development of methodology and appropriate techniques for each type of research development and support for research proposals and financial offers
- Dissemination and presentation of research findings in publications and conference proceedings

The Academic Staff will be evaluated annually by their colleagues in accordance with the procedures to assess their contribution, resulting in the recommendation to the Council for a wage increase based on the value of the contribution, including a possible exemption from teaching for staff who are actively engaged in research. Such an assessment will take into account the cumulative contribution of the faculty member using the following evidence:

- Developing original and independent research actions
- Publication in high-quality, peer-reviewed journals
- Locating and securing research funding
- Presenting at a high-level local or international conference
- Conducting research with empirically measurable criteria which is accessible and useful to , the wider public sector, industry or work.

Procedures

The evaluation of staff contributions and any possible salary increase will be the result of the assessment of the personal performance in relation to the peer review and in comparison, with the current salary of the person in relation to his/her peers.

Recommendations for wage increases will take into account the objective of reducing wage inequalities. Wage compression and other inequalities, including those resulting from variations in the level of value-based financing over time, may be taken into account when making salary increases.

The following procedure will be followed:

The Academic Director will examine the establishment of the field / program or department or the Research Committee and will promote his / her recommendation on value, salary or discharge from the teaching load to the Academic Committee. The Commission will forward its suggestion to the Council and the Director for a final decision.

In addition to the Research Excellence Program that includes the annual assessment of permanent staff (discharge and reward), the Academic Council decides and modifies the existing regulations regarding Research at Alexander College based on the following:

The funding sources of the Academic Staff consist of funding from:

- a) Funding from own resources (internal) of the College.
- b) External funding from third party funds.
- c) Co-funding of Research

Philosophy of cost eligibility

The Research Activity covers the following categories for cost eligibility of a Research Activity:

- Developing independent and original research activities.
- Publications in high quality and peer-reviewed journals or participation in a similar quality journal.
- Identifying sources of funding for research and funding success.
- Proof of Judgment for high quality journals and / or evidence of presence at major local and international conferences.
- Effect of research.

A. Funding from Own Resources

Funding from own resources concerns Internal Research Projects and Activities funded exclusively from the budget of Alexander College or Alexander Research Center. The funding is decided by the Board of Directors of the Institution after the recommendation of the Research Committee. A separate fund is drawn up by the Alexander Research Center according to its own decisions and statutes. For the purpose of uniformly addressing research and research activity, the allocation is done according to the current Alexander College policy, in accordance with the decisions of the Research Committee and the Board of Directors of Alexander Research Center. Alexander College's policy involves conducting scientific research and publicize its results as a central pillar of the mission of a Higher Education Foundation.

The fund covers research activity and programs and does not exceed € 1,500 per year for each faculty member (excluding disposable supplies where there is special provision).

- **Research activities**

To achieve this goal, research activities and research projects will be funded by both young and well-established researchers but cannot be funded by other sources of funding.

Funding research inputs, required to participate in a research activity or research project, as well as "research results" (such as awards for the publication of articles in prestigious journals) will be funded by specific criteria such as (list of journals of high prestige, categorization, etc.).

- **Costs Eligibility**

1. Researchers' remuneration - scientific assistant and research assistants (research assistants, postgraduate students). The remuneration of the scientific officer may not exceed 30% of the total budget.
2. Travel expenses for participation in research collaborations with other Institutions (covering the expenses of the faculty member of Alexander College or the expenses of associate researchers-visitors). [Cost of Travel / Hotel Cost / Daily Compensation].

3. Participation costs for presenting work at a major international conference [Registration Fee / Travel Cost / Hotel Cost / Daily Compensation]. Eligible congresses, are annual conferences of international or European academic associations or conferences of similar standing.
4. Purchase of software and other consumables not covered by other sources of funding
5. Access to databases not covered by other sources of funding
6. Publication costs
7. Proof Judge for high quality journals and / or evidence of attendance at major local and international conferences
8. Purchase of books or scientific journals or articles (from electronic journals) or subscriptions to scientific journals.
9. Operating costs (postal or bank charges) or technical support costs required to implement the project.

Project costs that are not disbursed and not transferred to the next year are added to Alexander College's budget for the following year.

- **Opening Funding**

Introductory funding is institutionalized as an investment in new members of academic staff. The aim is to be able to develop the necessary basic research infrastructure and be productive in their research aspirations. This mechanism will help to make the members of the Academic Staff capable of basic and applied research and then compete in demanding external funding. Selection is made by the Research Committee, following an evaluation of a relevant application and a personal interview of the prospective academic.

B. Co – funding:

Co – funding concerns Research Programs where external funding does not cover all of the Program's funding. These programs require part of the funding from Alexander College's internal budget funds.

C. ExternalFunding:

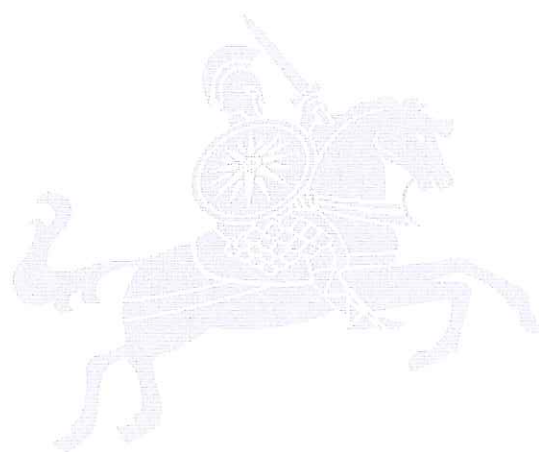
External Funding deals with External and Internal Research Programs fully funded by external sources. These include European and International Programs and Research Projects of the Research Promotion Foundation

Consumables

Costs for consumables and small equipment are submitted with requests up to a maximum of € 500 to the Research Committee or the Research Center, indicatively from the previous year and officially at the beginning of the year

For unpredictable requests that will not exceed € 500, the Research Committee, the Deputy Chairman, the Director and the Financial Manager of the Alexander Research Center, are authorized to approve them without an application from previous year.

Appendix 2



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**ALEXANDER
COLLEGE**

PURCHASE REQUEST FORM

Contact Info

Requested by (Name) _____

Date _____

Department/Position _____

Tel _____

Email _____

Requested Items

Description of Item(s) to be ordered	Quantity	Required by (Date)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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_____	_____	_____
_____	_____	_____

Please attach offer if available

.....
Requested by (Sign.)

.....
Order received by (Sign.)

OFFICE USE

- ☐ Approved
☐ Denied

.....
Management, Alexander College

Date _____

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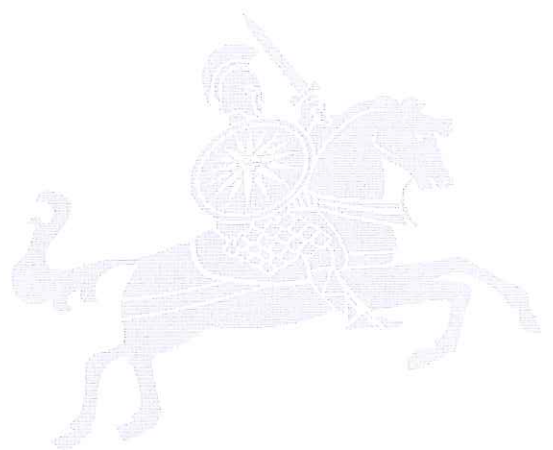
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Appendix 3



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List of existing books

1. Gallery, E. (1990) *Paint effects*. Tiger Books International.
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