



# **Cyprus Agency of Quality Assurance and Accreditation in Higher Education**

**Republic of Cyprus**

**External Evaluation Report**

**Institutional Evaluation**

**Institution: FRESHART PAPHOS**



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## **INSTRUCTIONS:**

The present document has been prepared within the framework of the authority and competencies of the Cyprus Agency of Quality Assurance and Accreditation in Higher Education, according to the provisions of the “Quality Assurance and Accreditation of Higher Education and the Establishment and Operation of an Agency on Related Matters Laws of 2015 to 2016” [N. 136 (I)/2015 and 47 (I)/2016].

**The document is duly completed by the External Evaluation Committee for Institutional Evaluation. The ANNEX (Doc. Number 300.2) constitutes an integral part of the external evaluation report.**

**EXTERNAL EVALUATION COMMITTEE:**

<b>NAME</b>	<b>TITLE / ACADEMIC POSITION</b>	<b>UNIVERSITY / INSTITUTION</b>
Xenofon Bitsikas	Professor	University of Ioannina
John Hyatt	Professor	Liverpool John Moores University
Susanne Clausen	Professor	University of Reading
Dr. Vasilis Protopapas	Director of Service for Academic Affairs and Student Welfare	Cyprus University of Technology
Andreas Theodotou	Civil Engineer	Technical Chamber of Cyprus ETEK
Periklis Georgiou	Student	Cyprus University of Technology

## **INTRODUCTION:**

The committee visited the Fresh Art Institution on Tuesday 26 of June 2018. The plan of the visit included:

- Meeting with the head of the foundation and with the head and / or members of the Internal Quality Committee.
- Meeting with the head of the relevant department and the Coordinator of the Curriculum.
- Meeting with members of the academic staff.
- Discussion of the program as a whole and information on its response to the criteria
- Meeting with two students
- Visit to the institution's premises (library, computer labs, art studios, etc.)
- Inspection of building infrastructure and plots

During the visit, the committee had the opportunity to ask for more information and data.

After a thorough study and discussion of the application dossier and the additional data, the committee drafted and submitted the following report (27 June 2018)

## **FINDINGS:**

### **1. INSTITUTION'S ACADEMIC PROFILE AND ORIENTATION**

“Freshart” is a small scale Institution currently delivering foundation level, HND Degrees to mainly local students. This foundation degree is a good basis for further study at undergraduate level.

The current plans for establishing a new two-years Diploma constitute a sensible step in the development of the Institution which has been measured and incremental since 2013.

This Institution constitutes a valuable aspect for the city of Paphos. We believe it will provide a good opportunity for local students who might not otherwise have the opportunity to achieve a qualification and contribute to the cultural environment and society of the city.

Whilst it is a valuable cultural asset for the city, the Institution needs to ensure that it links effectively with other national and international Institutions in Art and Design.

Where resources are limited, for example Library books, it is essential to reach agreement with external resources, for example the forthcoming agreement with University of Northampton.

## **2. QUALITY ASSURANCE**

Present mechanisms for QA are more informal than formal. As the Institution matures we would expect increasing formalization of quality procedures.

## **3. ADMINISTRATION**

Appropriate to the size of the institution administrative mechanisms and student support are spread evenly across a small team.

We are assured that an online student support system will be in operation to supplement the staff roles within the Institution.

## **4. TEACHING AND LEARNING**

The mode of teaching and module descriptions seem appropriate for the level of the awards, however continuous curriculum development is expected.

## **5. ACADEMIC AND TEACHING STAFF**

There is a core of full-time academic staff. These staff, although covering the necessary fields of knowledge, should be developed as the Institution evolves over time. Teaching expertise maps onto subject areas.

All staff have specialization through the possession of a relevant BA (except one who holds a MA), which is marginally sufficient. In the discussion with the administration of the institution there was an individual reference to some potential visiting professionals, to complement the coverage of the cognitive objects where it may not be achieved by the existing staff. In the necessary future recruitment of teaching staff, the committee proposes the position of an artist with a recognized artistic and educational profile and the investment in staff development.

The committee considers that the ratio of the number of students to the total number of teaching staff is satisfactory at the moment.

Given the fact the Institution is not at university level and the qualifications of the staff members and the fact that the academic research is not a requirement of the currently delivered awards, the Institution should refrain from using traditional academic titles.

## 6. RESEARCH

We encourage the Institution to develop staff teaching skills, whilst encouraging staffs professional practice and research.

## 7. RESOURCES

Whilst we recognised limits to financial resources we consider that there are sufficient to support the Institution.

## 8. BUILDING FACILITIES

INFORMATION AND EVIDENCE	YES / NO
<p><b>1.</b> The following should be copies from the original building permit. On the copies, there should be a visible official stamp of approval from the respective authorities.</p> <p><b>1.1</b> A topographical plan which displays in a clear manner the extent of the development.</p> <p><b>1.2</b> A general site plan which marks the building facilities, allocated parking spaces (for students, academic and teaching personnel, visitors and disabled individuals), sports premises and outdoor areas.</p>	<p></p> <p><b>YES</b></p> <p><b>YES</b></p>
<p><b>2. LICENCES</b></p> <p><b>2.1</b> An Operating License, issued by the <i>Local Authorities</i></p> <p><b>2.2</b> The following Operating License Certificates, duly completed:</p> <p>a) Visual Inspection Form E.O.E. 102</p> <p>b) Visual Inspection for the Building's Seismic Sufficiency Form E.O.E.Σ.E.K 103</p> <p>c) Inspection Certificate Form 104</p> <p>d) Fire Safety Certificate, issued by the <i>Fire Department</i></p> <p>e) Certificate for Adequate Electrical and Mechanical Installations, issued by the <i>Electromechanical Department</i>.</p>	<p><b>NO*</b></p> <p><b>YES</b></p> <p><b>YES</b></p> <p><b>YES</b></p> <p><b>NO*</b></p> <p><b>NO</b></p>
<p><b>3.</b> Number of teaching rooms and their respective areas, capacity and the percentage of daily occupancy for all units.</p>	<p><b>3</b></p>
<p><b>4.</b> Number of offices for academic personnel and their</p>	<p><b>1</b></p>

respective areas and capacity.	
<b>5.</b> Number of laboratories and their respective areas and capacity.	<b>1</b>
<b>6.</b> Number of rooms/offices for directors/administrators and their respective areas and capacity.	<b>1</b>
<b>7.</b> Number of rooms/offices for administrative services and their respective areas and capacity.	<b>1</b>
<b>8.</b> Parking spaces designated for students  Number: 8 (including academic and teaching personnel)	<b>8*</b>
<b>9.</b> Parking spaces designated for academic and teaching personnel  Number: 8 (including students)	<b>8*</b>

**COMMENTS:**

2.2.a They have requested operating license from the local authorities as an institute, but the license has not yet been issued.

2.2.d The recommendations from the Fire Department have not yet implemented by the Institute.

8-9. There is a total number of 8 parking spaces but they are planning to buy another 4 places in order to be compatible with the operating license requirements.

**9. STUDENT WELFARE SERVICES**

	YES/NO
<b>1. Special access for students with disabilities (PWD)</b>	NO*
<b>2. Recreation areas</b>	NO*
<b>3. Policy and statutes for academic student support</b>	YES



<b>4. Policy and statutes for financial student support</b>	YES
<b>5. Counseling services</b>	YES
<b>6. Career office</b>	YES
<b>7. Service linking the institution with business</b>	YES
<b>8. Mobility office</b>	YES
<b>9. Student clubs/organisations/associations</b>	YES
<b>10. Other services</b>	YES

**Comments:**

1. Improvements are necessary regarding the access for students with disabilities (PWD). There are plans for PWD toilet on the ground floor (currently not available).
2. There aren't any recreation areas within the building. However, the Institution is located in the city center, so it could cooperate with private businesses (cafes, gym, etc.). It doesn't have to possess special areas in its own building.

For the needs of an Institute that will offer a two-year program in Fine Arts, the provisions for counselling, career development, academic advisor, student life (clubs, activities), links with society and business, student mobility etc., are quite satisfactory for the present.

**10. INFRASTRUCTURE**

<b>INFORMATION AND EVIDENCE</b>	<b>YES/NO</b>
<b>1. Library</b>	<b>NO*</b>

<b>2. Computers available for use by the students</b>	<b>YES</b>
<b>3. Technological support</b>	<b>YES</b>
<b>4. Technical support</b>	<b>YES</b>

**Comments:**

1. The library room is not yet being prepared. The content of the library is insufficient to support the educational process effectively and there is no space available for study.

2. Computer lab needs significant update.

## CONCLUSIONS AND RELATIONS OF THE EXTERNAL EVALUATION COMMITTEE<sup>1</sup>

This Institution constitutes a valuable aspect for the city of Paphos. We believe it will provide a good opportunity for local students who might not otherwise have the opportunity to achieve a qualification and contribute to the cultural environment and society of the city.

Whilst it is a valuable cultural asset for the city, the Institution needs to ensure that it links effectively with other national and international Institutions in Art and Design.

Where resources are limited, for example Library books, it is essential to reach agreement with external resources, for example the forthcoming agreement with University of Northampton.

Present mechanisms for QA are more informal than formal. As the Institution matures we would expect increasing formalization of quality procedures.

Students commented that the staff are always available.

The committee considers that the ratio of the number of students to the total number of teaching staff is satisfactory at the moment.

We encourage the Institution to develop staff teaching skills, whilst encouraging staff professional practice and research.

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<sup>1</sup> It is highlighted, at this point, that the External Evaluation Committee is expected to justify its findings and its suggestions on the basis of the Document num.: 300.2. The External Evaluation Committee is not expected to submit a suggestion for the approval or the rejection of the program of study under evaluation. This decision falls under the competencies of the Council of the Agency of Quality Assurance and Accreditation of Higher education.

**Quality Standards and Indicators  
Institutional Evaluation**

**Institution: FRESHART PAPHOS**

**Date of External Evaluation: 26/06/2018**

The present document has been prepared within the framework of the authority and competencies of the Cyprus Agency of Quality Assurance and Accreditation in Higher Education, according to the provisions of the “Quality Assurance and Accreditation of Higher Education and the Establishment and Operation of an Agency on Related Matters Laws of 2015 and 2016” [N. 136 (I)/2015 and N. 47(I)/2016].

The document describes the quality standards and indicators applied for institutional evaluation by the External Evaluation Committee.

**DIRECTIONS:** Note what is applicable for each quality standard/indicator.

1. Applicable to a minimum degree
2. Applicable to a non-satisfactory degree
3. Applicable to a satisfactory degree
4. Applicable to a very satisfactory degree
5. It applies and it constitutes a good practice

**It is highlighted that, in the case of standards and indicators that cannot be applied due to the status of the institution, N/A (= Not Applicable) should be noted and a detailed explanation should be provided on the institution’s corresponding policy regarding the specific quality standard or indicator.**

### Members of the External Evaluation Committee

NAME	TITLE / ACADEMIC POSITION	UNIVERSITY / INSTITUTION
Xenofon Bitsikas	Professor	University of Ioannina
John Hyatt	Professor	Liverpool John Moores University
Susanne Clausen	Professor	University of Reading
Dr. Vasilis Protopapas	Director of Service for Academic Affairs and Student Welfare	Cyprus University of Technology
Andreas Theodotou	Civil Engineer	Technical Chamber of Cyprus ETEK
Periklis Georgiou	Student	Cyprus University of Technology

**Date and time of the on-site visit: 26/06/2018**

**Duration of the on-site visit: ONE DAY**

1. INSTITUTION'S ACADEMIC PROFILE AND ORIENTATION						
1.1	Mission and Strategic planning	1	2	3	4	5
1.1.1	The Institution has formally adopted a mission statement which is available to the public and easily accessible.			X		
1.1.2	The Institution has developed its strategic planning aiming at fulfilling its mission.			X		
1.1.3	The Institution's Strategic planning includes short, medium-term and long-term goals and objectives, which are periodically revised and adapted.			X		
1.1.4	The offered Programmes of Study align with the aims and objectives of the Institution's development.			X		
1.1.5	The academic community is involved in shaping and monitoring the implementation of the Institution's development strategies.			X		
1.1.6	In the Institution's development strategy, interested parties such as academics, students, graduates and other professional and scientific associations participate in the Institution's development strategy.			X		
1.1.7	The mechanism for collecting and analysing data and indicators needed to effectively design the Institution's academic development is adequate and effective.		X			
<p><u>Comment:</u></p> <p>Mission and strategic planning are satisfactory expressed.</p> <p>The involvement of the academic community in shaping and monitoring the implementation of the Institution's development strategies could be more documented.</p>						
1.2	Connecting with society	1	2	3	4	5
1.2.1	The Institution has effective mechanisms to assess the needs and demands of society and takes them into account in its various activities.			X		
1.2.2	The Institution provides sufficient information to the public about its activities and offered Programmes of Study.				X	

1.2.3	The Institution ensures that its operation and activities have a positive impact on society.				X	
1.2.4	The Institution has an effective communication mechanism with its graduates.				X	
<p><u>Comment:</u></p> <p>Connection with society in general is very satisfactory.</p> <p>Although, the Institution has assured the Committee that there are effective mechanisms to assess the needs and demands of society, there are no recommendations on behalf of the society and the industry.</p>						
<b>1.3</b>	<b>Development processes</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1.3.1	Effective procedures and measures are in place to attract and select academic staff to ensure that they possess the formal and substantive skills to teach, research and effectively carry out their work.			X		
1.3.2	The institution has a two-year growth budget that is consistent with its strategic planning.				X	
1.3.3	Planning academic staff recruitment and their professional development is in line with the Institution's academic development plan.			X		
1.3.4	The Institution applies an effective strategy of attracting students / high-level students from Cyprus.				X	
1.3.5	The Institution applies an effective strategy to attract high-level students from abroad.			X		
1.3.6	The funding processes for the operation of the Institution and the continuous improvement of the quality of its Programmes of Study are adequate and transparent.			X		
<p><u>Comment:</u></p> <p>Development processes are satisfactory.</p> <p>The Institution applies an effective strategy to attract students mainly from Cyprus (included foreigners living in Cyprus)</p> <p>Expected number of Cypriot and foreign students: 7-10</p> <p>Countries of origin of foreign students: Middle East countries, Greece, Russia, China</p>						

2. QUALITY ASSURANCE										
<b>2.1</b>	<b>System and quality assurance strategy</b>					<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
2.1.1	The committee and the internal quality assurance system work systematically and effectively.							X		
2.1.2	Quality assurance policies are being developed with the active engagement of interested parties.							X		
2.1.3	The quality assurance system adequately covers all the functions and sectors of the Institution's activities:							X		
	2.1.3.1	The teaching and learning						X		
	2.1.3.2	Research				N/A				
	2.1.3.3	The connection with society						X		
	2.1.3.4	Management and support services						X		
2.1.4	The Quality Assurance system promotes a culture of quality.							X		
<u>Comment:</u>										
System and quality assurance strategy are satisfactory										
<b>2.2</b>	<b>Ensuring Quality for the Programmes of Study</b>					<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
2.2.1	The responsibility for decision-making and monitoring the implementation of the Programmes of Study offered by the Institution lies with the academic personnel.							X		
2.2.2	The system and criteria for assessing students' performance in the subjects of the Programmes of Studies offered by the Institution are clear, sufficient and known to the students.							X		
2.2.3	The quality control system refers to specific indicators and is effective.							X		
2.2.4	The results from student assessments are used to improve the programmes of Study.							X		



2.2.5	The policy dealing with plagiarism committed by students as well as mechanisms for identifying and preventing it are effective.		X			
2.2.6	The Institutionalised procedures for examining students' objections / disagreements on issues of student evaluation or academic ethics are effective.		X			
2.2.7	The Institution publishes information related to the programmes of Study, credit units, learning outcomes, methodology, student admission criteria, completion of studies, facilities, number of teaching staff and the expertise of academic and teaching staff.			X		
2.2.8	The Institution has a clear and consistent policy on the admission criteria for students in the various programmes of Studies offered.			X		
2.2.9	The Institution ensures that effective methodology is applied in the learning process.			X		
2.2.10	The Institution systematically collects data in relation to the academic performance of students, implements procedures for evaluating such data and has a relevant policy in place.			X		
2.2.11	The Institution ensures adequate and appropriate learning resources in line with European and international standards and / or international practices, particularly:					
2.2.11.1	Building facilities			X		
2.2.11.2	Library		X			
2.2.11.3	Rooms for theoretical, practical and laboratory lessons			X		
2.2.11.4	Technological Infrastructure			X		
2.2.11.5	Support structures for students with special needs and learning difficulties			X		
2.2.11.6	Academic Support			X		
2.2.11.7	Student Welfare Services			X		
<u>Comment:</u>						

We were assured that quality assurance mechanism will be in place although future evaluation is recommended.

Formulate some rules about plagiarism and also formalize processes and student handbook.

The procedures and form of examinations and assessment of students were not documented.

The following are not yet applicable:

- Percentage of students taking part in examinations
- Success exam rates of students
- Average grade of degree, percentage score breakdown
- Average duration of studies to obtain a degree
- Work assessments and percentage score/results analysis
- Percentage analysis of performance in Practice Exercise
- the ratio of students/teachers per subject, in theoretical and practical subjects

### 3. ADMINISTRATION

3.1	Administration	1	2	3	4	5
3.1.1	The administrative structure is in line with the legislation in force and the Institution's declared mission.			X		
3.1.2	The members of the academic and administrative staff and the students participate, at a satisfactory degree and on the basis of specified procedures, in the management of the Institution.			X		
3.1.3	Adequate allocation of competences and responsibilities is ensured so that in academic matters, decisions are made by academics and the Institution's Council competently exercises legal control over such decisions.			X		
3.1.4	The Institution applies effective procedures to ensure transparency in the decision-making process.			X		
3.1.5	The Boards of Departments and Schools, as well as the institutionalised Committees of the Institution, operate systematically and exercise fully the responsibilities provided by legislation and / or the Constitution and / or the Internal Regulations of the Institution.			X		

3.1.6	The Council and the Senate operate systematically and autonomously and exercise the full powers provided for by the Statute and / or the Constitution of the Institution without the intervention or involvement of a body or person outside the law provisions.	N/A				
3.1.7	The manner in which the Council and the Senate operate and the procedures for disseminating and implementing their decisions are clearly formulated and implemented precisely and effectively.	N/A				
3.1.8	The Institution applies procedures for the prevention and disciplinary control of academic misconduct of students, academic and administrative staff, including plagiarism.		X			
<p><u>Comment:</u></p> <p>The structure described above, with Council and Senate, doesn't apply to the type of a small size Institution such as Freshart.</p>						

#### 4. TEACHING AND LEARNING

4.1	PLANNING THE PROGRAMMES OF STUDY	1	2	3	4	5
4.1.1	The Institution provides an effective system for designing, approving, monitoring and revising Programmes of Study.			X		
4.1.2	An effective mechanism for evaluating programmes of Study is ensured by the students and the academic staff of the Institution.			X		
4.1.3	The Programmes of Study are in compliance with the existing legislation and meet the professional qualifications requirements in the professional courses, where applicable.	N/A				
4.1.4	The Institution ensures that its Programmes of Study integrate effectively theory and practice.				X	
<p><u>Comment:</u></p> <p>Teaching and learning are satisfactory.</p>						
4.2	ORGANISATION OF TEACHING	1	2	3	4	5
4.2.1	The Institution establishes student admission criteria for				X	

	each programme, which are adhered to consistently.					
4.2.2	Recognition of prior studies and credit transfer is regulated by procedures and regulations that are in line with European standards and/or international practices.				X	
4.2.3	The number of students in the teaching rooms is suitable for theoretical, practical and laboratory lessons.				X	
4.2.4	The teaching staff of the Institution have regular and effective communication with their students..				X	
4.2.5	The teaching staff of the Institution provide timely and effective feedback to their students.				X	
<u>Comment:</u> Organization of teaching is very satisfactory						

5. ACADEMIC AND TEACHING STAFF						
5.1	Suitability of Teaching staff qualifications	1	2	3	4	5
5.1.1	The number of academic staff - full-time and exclusive work - and the subject area of the staff sufficiently support the Programmes of Study.				X	
5.1.2	The teaching staff of the Institution have the relevant formal and substantive qualifications for teaching the individual subjects as described in the relevant legislation.			X		
5.1.3	The Visiting Professors' subject areas adequately support the Institution's Programmes of Study.			X		
5.1.4	The Special Teaching Staff and Special Scientists have the required qualifications, sufficient professional experience and expertise to teach a limited number of Programmes of Study.			X		
5.1.5	The ratio of Special Reaching Staff and the members of the Academic Personnel is satisfactory.			X		
5.1.6	The ratio of the number of subjects of the Programme of study taught by academic staff working fulltime and exclusively to the number of subjects taught by part-time academic staff ensures the quality of the Programme of Study.				X	

5.1.7	The ratio of the number of students to the total number of teaching staff is sufficient to support and ensure the quality of the Programme of Study.					X
<p><u>Comment:</u></p> <p>Given the fact the Institution is not at university level and the qualifications of the staff members and the fact that the academic research is not a requirement of the currently delivered awards, the Institution should refrain from using traditional academic titles.</p> <p>Write:</p> <ul style="list-style-type: none"> <li>- Number of academic staff working full-time and having exclusive work: 6</li> <li>- Number of Special teaching staff working full-time and having exclusive work: n/a</li> <li>- Number of Visiting teaching staff: 3</li> </ul>						

6. RESEARCH						
6.1	Research	1	2	3	4	5
6.1.1	The Institution has a research policy formulated in line with its mission.	N/A				
6.1.2	The Institution consistently applies internal regulations and procedures of research activity, which promote the set out research policy and ensure compliance with the regulations of research projects financing programmes.	N/A				
6.1.3	The Institution provides adequate facilities and equipment to cover the staff and students' research activities.	N/A				
6.1.4	Through its policy and practices, the Institution encourages research collaboration within and outside the Institution, as well as participation in collaborative research funding programmes.	N/A				
6.1.5	The Institution uses a policy for the protection and exploitation of intellectual property, which is applied consistently.	N/A				
6.1.6	The results of the academic staff research activity are published to a satisfactory extent in international journals which work with critics, international conferences, conference proceedings, publications, etc. The Institution also uses an open access policy for publications, which is consistent with the corresponding national and European	N/A				

	policy.	
6.1.7	The Institution ensures that research results are integrated into teaching and, to the extent applicable, promotes and implements a policy of transferring know-how to society and the production sector.	N/A
6.1.8	The Institution provides mechanisms which ensure compliance with international rules of research ethics, both in relation to research activity and the rights of researchers.	N/A
6.1.9	The external, non-governmental, funding of research activities of academic staff is similar to other Institutions in Cyprus and abroad.	N/A
6.1.10	The policy, indirect or direct of internal funding of the research activities of the academic staff is satisfactory, based on European and international practices.	N/A
6.1.11	The Programmes of Study implement the Institution's recorded research policy.	N/A
<p><u>Comment:</u> Research is not essential in such type of Institution. However, we encourage the Institution to develop staff teaching skills, whilst encouraging staff professional practice and research</p>		

7. RESOURCES						
7.1	RESOURCES	1	2	3	4	5
7.1.1	The institution has sufficient financial resources to support its functions, managed by the Council/Senate.				X	
7.1.2	The Institution follows sound and efficient management of the available financial resources in order to develop academically and research wise.				X	
7.1.3	The Institution's profits and donations are used for its development and for the benefit of the university community.	N/A				
7.1.4	The Institution's budget is appropriate for its mission and adequate for the implementation of strategic planning.				X	
7.1.5	The Institution carries out an assessment of the risks and sustainability of the Programmes of Study and adequately			X		

	provides feedback on their operation.					
7.1.6	The Institution's external audit and the transparent management of its finances are ensured.				X	
<u>Comment:</u> Resources are very satisfactory.						

### CONCLUDING REMARKS – SUGGESTIONS

This Institution constitutes a valuable aspect for the city of Paphos. We believe it provides a very good opportunity for local students to achieve a qualification or/and to progress into further studies.

The Institution has a good track record of placing students in other international educational institutions. In addition it contributes to the local cultural environment and society of the city.

### Names and Signatures of the Chair and Members of the External Evaluation Committee:

Name:	Signature:
Prof. Xenofon Bitsikas	
Prof. John Hyatt	
Prof. Susanne Clausen	
Dr. Vasilis Protopapas	
Andreas Theodotou	
Periklis Georgiou	



Date: 27/06/2018

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