



Doc. 300.1.2

Date:

Higher Education Institution's Response

- **Higher Education Institution:**
City Unity College Nicosia
- **Town:** Nicosia
- **Programme of study**
Name (Duration, ECTS, Cycle)

In Greek:

Διοίκηση Κυνολογικών Μονάδων (2 Έτη, 126 ECTS,
Δίπλωμα)

In English:

Canine Management Studies (2 Years, 126 ECTS,
Diploma)

- **Language(s) of instruction:** English and Greek
- **Programme's status:** New
- **Concentrations (if any):**

In Greek: Concentrations

In English: Concentrations



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 2021 [L.136(I)/2015 – L.132(I)/2021].

A. Guidelines on content and structure of the report

- *The Higher Education Institution (HEI) based on the External Evaluation Committee's (EEC's) evaluation report (Doc.300.1.1 or 300.1.1/1 or 300.1.1/2 or 300.1.1/3 or 300.1.1/4) must justify whether actions have been taken in improving the quality of the programme of study in each assessment area. The answers' documentation should be brief and accurate and supported by the relevant documentation. Referral to annexes should be made only when necessary.*
- *In particular, under each assessment area and by using the 2nd column of each table, the HEI must respond on the following:*
 - *the areas of improvement and recommendations of the EEC*
 - *the conclusions and final remarks noted by the EEC*
- *The institution should respond to the EEC comments, in the designated area next each comment. The comments of the EEC should be copied from the EEC report **without any interference** in the content.*
- *In case of annexes, those should be attached and sent on separate document(s). Each document should be in *.pdf format and named as annex1, annex2, etc.*

1. Study programme and study programme's design and development (ESG 1.1, 1.2, 1.7, 1.8, 1.9)

Areas of improvement and recommendations by EEC	Actions Taken by the Institution	For Official Use ONLY
<p>The dog facility is still under construction. Alternative accommodations may be required, which are justified with contracts.</p>	<p>Our own facilities are currently under development, a fact that was well documented during the visit of the EEC. Our facilities will be completed by late July, however, we have signed an MOU with Mount Olympus Canine facilities so that they are utilized for the smooth running of the canine programs should there be an unforeseen delay in the completion of our facilities. The Mount Olympus MOU is attached as Annex 1.</p>	<p>Choose level of compliance:</p>
<p>Memorandum of Agreement with the Cyprus Kennel Club is important but currently limited and could be extended beyond 04/2025.</p>	<p>The MOU with the Cyprus Kennel Club is currently in effect and will be extended once it is near expiry. The MOU has been uploaded on the CYQAA cloud and was reviewed by the EEC.</p>	<p>Choose level of compliance:</p>
<p>Given the lack of legislation in the industry (dog training, canine behaviour management), licences to apply knowledge do not currently exist in Cyprus. Ideally, a professional accreditation body could be involved. International developments in these areas are currently ongoing.</p>	<p>Indeed there is lack of legislation in the industry in Cyprus. For this reason we have collaborated with the Cyprus Kennel Club to offer Canine related programs which will be essential to any professional who wishes to engage in canine related activities.</p>	<p>Choose level of compliance:</p>
<p>For level 5 programmes, the three areas (knowledge, skills and competencies) should be defined according to the descriptors of the eight EQF levels (https://europass.europa.eu/en/description-eight-efq-levels) and the CyQF level descriptors (page 12). Therefore, the content in the Section B2 box of the Canine Studies Application should change accordingly so it is clearly depicting the learning outcomes of the whole programme.</p>	<p>The Course Intended Learning Outcomes have been specifically mentioned throughout the syllabi and have been reviewed by the EEC prior to arrival on campus. During the visit reference was made to the Learning Outcomes Matrix which was provided to the EEC and which maps the Program Intended Learning Outcomes to the specific modules. Section B2 has now been revised and is attached together with the</p>	<p>Choose level of compliance:</p>

	Learning Outcomes Matrix as Annex 2.	
As this is a new area for CUC insurance, indemnity issues should be added to institutional risk management. Special circumstances relating to animal handling (safety issues, immune status of staff and students involved in animal handling, zoonotic factors, first aid training and awareness)	City Unity College has developed an animal handling handbook underlying all the aforementioned issues which will be provided to both students and faculty before the commencement of the programs. This can be found in Annex 3.	Choose level of compliance:
The EEC cannot comment on the canine studies exams and assignments as these were not available at the time of the visit (except one, but it is unclear what module/course it belongs to). Assessment of specific competencies could be listed and described more clearly and in alignment with specific modules. We also regard that detailed Schemes of Work should be provided so it is clear the exact content delivered in different modules across the Study.	City Unity College Internal Quality Assurance regulations maintain that all assessments need to go through a pre-moderation procedure before being published. As this is a new program, assessments which have been developed as a guideline / sample from the program leader have not gone through the pre-moderation procedure. However, in order to facilitate discussion and to provide evidence as to the work which has gone into the preparation of the programs, we are attaching the sample assessment briefs as Annex 4.	
Future programme reviews are scheduled for five-year intervals by CAQAHE. Given the novelty of the new Programme some review of outcomes, practice and quality should take place at the end of the first operational semester and academic year. CUC internal quality review policies and procedures may govern this aspect.	City Unity College cannot comment on the recommendations regarding the procedures followed by the CYQAA. However, CUC has proven record with regards to internal quality procedures and internal regulations which have been praised numerous times by the EECs in the past.	
No public information is yet available for the new Programme. However, the EEC regards that CUC should incorporate in any future marketing material (website, leaflets, etc.) a statement with regards to animal welfare. For example: The student – dog interactions during practical sessions (e.g. dog training, behaviour assessments, grooming) will adhere to the Cyprus and European legislation and EU directives for animal welfare, ethics and codes of practice.	Current regulations prevent CUC from making any information on the program public prior to its approval, including reference on our website, leaflets or other material that can be distributed to the public. We do however commit to including the statement suggested by the EEC in any public information as it pertains to the programs once	



	these are approved by the CYQAA.	
--	-------------------------------------	--

We wish to thank the EEC for recognising that:

“This new programme is designed to meet needs in the area of animal care and industry, specifically in areas which are not currently strictly regulated. The new venture extends the current reach of CUC regarding subject expertise which has been addressed in the application and during the site visit. Quality assurance mechanisms aligned with Cypriot standards for the development and management of the Programme. Informal assurance processes also seem to support the formal mechanisms efficiently.”

2. Student – centred learning, teaching and assessment (ESG 1.3)

Areas of improvement and recommendations by EEC	Actions Taken by the Institution	For Official Use ONLY
Unpredictable student enrolment figures are a risk.	Although this can be said for any new program in any institution, CUC has the collaborations and connections as evidenced by the MOU with the Cyprus Kennel Club to recruit a significant number of students. With the upcoming changes in the legislation with regards to dog handling activities the number of possible recruitments is expected to rise in the coming years.	Choose level of compliance:
Recognition of the certificate/diploma could be marketed internationally.	This is indeed our intention and for this reason the programs will be offered in both English and Greek medium of instruction.	Choose level of compliance:
External financing opportunities (including programme-specific scholarships) could be sought.	We have already presented to the EEC during their visit 3 (three) research proposals related to Canine studies and exploiting the synergies which exist with the Business and Hospitality industry. In fact the Research Department at CUC in collaboration with both existing faculty members from the Business and Hospitality departments as well as the new incoming faculty of the Canine programs are actively pursuing external funding opportunities to further develop the research proposals.	Choose level of compliance:
The dog facility is still under construction. Alternative accommodations may be required, justified with contracts to ensure practical training (please read comments in Section 1 above).	This has been documented in Section 1. The MOU with Mount Olympus is found under Annex 1.	Choose level of compliance:
The EEC cannot comment on the canine studies assessments (please read comments in Section 1 above).	This has been documented in Section 1. Sample Assessment Briefs are under Annex 4.	Choose level of compliance:

We would like to thank the EEC for its observations in that:



“During the site visit, the EEC was impressed by the enthusiasm of the faculty and of the CUC management for the new initiative.

The diversity of teaching staff is broad and commensurate with the needs of the Programme.

The CUC senior staff appears to have strong ties with the Cyprus “dog industry” which offers employment opportunities for students who complete the Programme.

The students interviewed (representing existing programmes) were generally satisfied with the CUC in all regards.”

3. Teaching staff (ESG 1.5)

Areas of improvement and recommendations by EEC	Actions Taken by the Institution	For Official Use ONLY
<p>The EEC strongly recommends CUC incorporate in the Schemes of Works Guest Lectures delivered by subject experts and accredited professionals in the areas of canine grooming, training, behaviour, welfare, ethics, management and research.</p>	<p>Guest lecturers are always an essential part of all of our programs as they bring the industry experience in the classroom. With regards to the regular faculty members teaching in the program the EEC has made the comment: "The number of teaching staff, including adjunct appointments, appears adequate to support the programme of study. CVs of the teaching staff were circulated" under section 2. Due to our strong ties with the industry the program will utilize Guest Lecturers as per the suggestion of the EEC.</p>	<p>Choose level of compliance:</p>

We would like to thank the EEC for marking all criteria as Fully Compliant and for recognizing the fact that City Unity College Nicosia is not just satisfied with meeting the minimum requirements for the offering of the programs. We have taken all the necessary steps to take it one step further by hiring PhD holders in fields such as anthrozoology, Veterinary Medicine and Dog Behavior in order to ensure the best possible quality of education for our students. In fact the EEC has maintained that:

"Some of them hold professional qualifications or PhD degrees and are active or plan to be active in research, although this is not a priority of this level of programme. Some of the lecturers are newly recruited and will only teach only in this Programme and the Canine Studies Programme. They mentioned that they were content with the workload and the working environment, including the communication with the management. CUC has policies and processes that promote good teaching practice and continued professional development in pedagogy.

The Faculty members (some of whom have an established relationship with CUC) demonstrated high enthusiasm for the programme and expressed their commitment. They are aware of the projected workload and activities required for the new Programme and acknowledge the risks associated with delivering a completely new initiative. All teaching staff is bilingual (English & Greek).

During the interview/meeting, the Faculty members discussed their student-centred teaching approach and the necessity to further promote responsible dog ownership and animal welfare in Cyprus."

4. Student admission, progression, recognition and certification
 (ESG 1.4)

Areas of improvement and recommendations by EEC	Actions Taken by the Institution	For Official Use ONLY
For the new programme, as well as for future developments, management of advertising and recruitment will be essential.	This is essential for ALL programs offered by the College. We have a marketing and recruitment team who have worked at the College for many years now and have a proven record with regards to student recruitment.	Choose level of compliance:
Greek lessons for international students are recommended.	Greek lessons are organized every year in September for International students for ALL programs.	Choose level of compliance:
Transportation (e.g. hiring a bus) is essential to access the new canine facility as the majority of the students do not have cars.	Transportation from the College to the facility will be provided by the College free of charge.	Choose level of compliance:
Social spaces at the canine training facility should be provided.	The canine training facilities are fully equipped with a cafeteria with both indoor and outdoor area for socializing.	Choose level of compliance:

We would like to thank the EEC for marking all criteria in this section as Fully Compliant and for recognising that our students are “the best ambassadors” as the committee Chair said following the meeting with the students.

5. Learning resources and student support
 (ESG 1.6)

Areas of improvement and recommendations by EEC	Actions Taken by the Institution	For Official Use ONLY
<p>In the context of practical elements of the Programme, particularly regarding animal handling, the special needs of students should be considered (e.g. immune status, allergies, vaccinations, safety training and special needs due to physical disabilities).</p>	<p>We would like to thank the EEC for this comment. We have adjusted the admission requirements to include vaccination card as well as a medical report from the personal physician in order to track any students that may require additional assistance. Safety training is part of all the practical modules where students will come in contact with dogs. The updated admission requirements can be found in Annex 5.</p>	<p>Choose level of compliance:</p>
<p>Aspects of animal use generate specific requirements which are new to CUC. For example, dog ownership responsibilities, insurance and indemnity, veterinary care requirements, alignment with national and EU legislation regarding animal utilisation for educational purposes</p>	<p>Indeed and for this reason we have developed the handbook which can be found under Annex 3.</p>	<p>Choose level of compliance:</p>

We would like to thank the EEC for marking all criteria in this section as Fully Compliant.



6. Additional for doctoral programmes
(ALL ESG)

Areas of improvement and recommendations by EEC	Actions Taken by the Institution	For Official Use ONLY
N/A	N/A	Choose level of compliance:



7. Eligibility (Joint programme)
(ALL ESG)

Areas of improvement and recommendations by EEC	Actions Taken by the Institution	For Official Use ONLY
N/A	N/A	Choose level of compliance:





B. Conclusions and final remarks

Conclusions and final remarks by EEC	Actions Taken by the Institution	For Official Use ONLY
N/A	There are no additional issues to respond to in this section.	Choose level of compliance:
Click or tap here to enter text.	Click or tap here to enter text.	Choose level of compliance:
Click or tap here to enter text.	Click or tap here to enter text.	Choose level of compliance:
Click or tap here to enter text.	Click or tap here to enter text.	Choose level of compliance:
Click or tap here to enter text.	Click or tap here to enter text.	Choose level of compliance:

C.

We would like to thank once more the EEC for their recommendations which have been already adopted and included in the programs and can be found under the relevant Annexes. We would also like to highlight the fact that the EEC has recognised the importance of this sector in Cyprus which further reinforces the need for such programs. We would also like to thank the CYQAA for organising the visit as well as facilitating the communication exchange between the EEC and the College PRIOR to the EEC visit which allowed us to exchange ideas and provide explanations and adopt the EECs recommendations in a timely manner.

D. Higher Education Institution academic representatives

<i>Name</i>	<i>Position</i>	<i>Signature</i>
Charis Kyriakou	Internal Quality Assurance chair	
Constantinos Charalambous	Provost	<i>CCharalambous</i>
John Violaris	Academic Programs Director	
Eleni Kalli	Director of Administration	
Evi Neophytou	Registrar	

Date: 05/06/2024

Annex 1

Mount Olympus MOU

MEMORANDUM OF UNDERSTANDING (MOU)

Between

MOUNT OLYMPUS WORKING CLUB

and

CITY UNITY COLLEGE NICOSIA CYPRUS

MOUNT OLYMPUS WORKING CLUB, MOWC

(hereinafter referred to as “**MOWC**”)

and

CITY UNITY COLLEGE NICOSIA CYPRUS, is a state-registered private College granting undergraduate and postgraduate degrees in the fields of Business, Hospitality and Culinary Arts, with a registered address, 19 Stasinou Street, 2404 Engomi, Nicosia, Cyprus
(hereinafter referred to as “**Partner University**”),

- MOWC and Partner University shall hereinafter referred to collectively as “Parties” and individually as a “Party” -

agree on the importance and the usefulness of establishing cultural, scientific and educational links, in order to assert and to consolidate the ties of friendship between the two Institutions and their countries.

This Memorandum of Understanding, hereinafter referred to as **MoU** for this cooperation, therefore, contributes to the joint pursuit of education, learning and research.

This MoU does not bind either of the two parties legally or financially. Its aim is to promote relations that will mutually benefit each institution, this being the primary aim of academic collaboration.

1. General purpose

The present MoU defines the beginning of cooperation between the two Parties in all fields and disciplines of common interests. It will be articulated in protocols and/or agreements that will follow, which will establish educational and/or scientific cooperation programmes and define the expected results.

2. Types of cooperation

The Parties indicate their willingness to cooperate in the promotion of both educational and research activities. Under this MoU, the types of cooperation may include:

- a. Exploring the potential to cooperate in using the club’s facilities in order to serve the practical needs that the relevant programmes will require.

3. Character of the MOU

3.1 This MoU shall form the basis of consensus for the Parties to examine the feasibility of the collaboration until such time when any other manner of agreement is entered into by the Parties upon terms and conditions to be mutually agreed upon. If the exploration of possible collaboration leads to an idea for a specific academic initiative as listed in clause 2, Partner University and MOWC agree to enter into a separate written agreement that details the specific terms and conditions. Thus, the development and implementation of each type of cooperation will be separately defined between the Parties and outlined in a specific Agreement specifying the conditions of the joint activity. It is also understood that such an agreement would require full review and approval in keeping with the policies and practices of Partner University and MOWC.

3.2 Notwithstanding the statements and obligations in this Agreement, the Parties agree that, except for clauses 3.2, 4-6, this MoU shall not be binding or create a legal relationship between the Parties. Parties shall not be legally bound until and unless a definitive agreement has been

negotiated and duly executed by the authorized representatives of MOWC and Partner University.

4. Financial Aspects

This MOU does not involve any obligation for funding or other institutional resources. However, each Party shall support the development of joint programs as feasible and shall be responsible for the costs of its participation in projects and activities, unless otherwise agreed upon in advance. Both Parties acknowledge and understand that all financial arrangements, if any, will be subject to negotiation and indicated in a specific Agreement.

5. Promotional Material and Use of Logos

Neither Party is entitled to use or permit any person or entity to use the name or logo (or any variation thereof) of the other Party without the prior written consent of the other Party.

6. Confidentiality

6.1 "Confidential information" means all information and documents of the respective other party which are marked as confidential or are to be regarded as confidential from the circumstances, in particular information on operational processes, business relations and know-how, as well as all deliverables.

6.2 The Parties agree to maintain confidentiality about such confidential information. This obligation shall continue after termination of the contract.

6.3 Excluded from this obligation is such confidential information,

a) which was demonstrably already known to the recipient at the time of the conclusion of the contract or subsequently becomes known to it from a third party without violating a confidentiality agreement, statutory provisions or official orders;

b) which are public knowledge at the time of the conclusion of the contract or are made public thereafter, as far as this is not based on a breach of this contract;

c) which are required to be disclosed by law or by order of a court or public authority. As far as permissible and possible, the recipient obliged to disclose shall inform the other party in advance and give it the opportunity to oppose the disclosure.

6.4 The Parties will only grant access to Confidential Information to advisors who are subject to professional secrecy or who have previously been subject to obligations equivalent to the confidentiality obligations of this Agreement. Furthermore, the Parties shall disclose the Confidential Information only to those employees who need to know it for the performance of this Agreement and shall impose confidentiality obligations on such employees to the extent permitted by employment law, including for the period after their leaving.

7. Equal Opportunities

The Parties shall not discriminate against any person based on national or ethnic origin, colour, religion, political opinions, age, gender, sexual orientation, marital or familiar status, disability.

8. Term

This Memorandum of Understanding will come into effect from the date on which it is signed and will be good for 2 (two) years. Nonetheless, the Parties may extend the period of this MoU by mutual consent, in writing, by their duly authorized representatives.

9. Data protection

Each party is responsible to fulfil the applicable national data protection regulations in case of receiving sensible data of the other party. In case of any data transfer, an additional data protection agreement (DPA) will be necessary and agreed previously by separate contract.



10. Miscellaneous

10.1 Any part of this MOU may be modified by written consent of both parties.

10.2 Should a provision or several provisions of this Agreement be or become invalid or contain a gap, the validity of the other provisions shall not be affected thereby. In lieu of the invalid provision or to fill the unintentional gap a legally valid provision shall apply which corresponds as closely as possible to the intentions of the Parties according to the purpose of this Agreement.

10.3 This Agreement shall be governed by and construed in accordance with the laws of UK.

10.4 The signature of the signatory transmitted by email or other electronic means shall be deemed to be its original signature for the purposes of this MoU. The exchange of copies for this MoU and of the signature page thereto by email or other electronic means of transmission shall constitute effective execution and delivery of this MoU and may be used in lieu of the original MoU for all purposes.

<p><u>Mount Olympus Working Club</u></p>  <hr/> <p>Sonia Philippou</p> <p>Owner</p>	<p>CITY UNITY COLLEGE NICOSIA CYPRUS</p> <p>Address: 19 Stasinou Street, 2404 Engomi, Nicosia, Cyprus</p>  <hr/> <p>Elias Philippou C.E.O.</p>
--	---

Annex 2

Learning Outcomes Matrix

Learning Outcomes

Descriptors defining levels in the European Qualifications Framework (EQF)

Upon satisfactory completion of this award, the student should be prepared to:

	A Knowledge and Understanding	B Skills (Intellectual and Practical)	C Responsibility and autonomy
1. Canine related knowledge: The basic knowledge in Canine Biology, Nutrition, Handling, Training, Health and Nutrition.	✓	✓	
2. Critical Thinking: To identify Canine related issues, study and analyse them and make sound decisions	✓		✓
3. Communication: To demonstrate communication skills (oral and written) and exhibit professional behaviour		✓	✓
4. Ethics: To recognize, analyse and choose resolution to ethical problems explicit or implicit in decision-making as they relate to Canine studies.	✓	✓	✓
5. Decision-making: To demonstrate decision-making skills necessary for the efficient running of Canine related businesses	✓	✓	✓

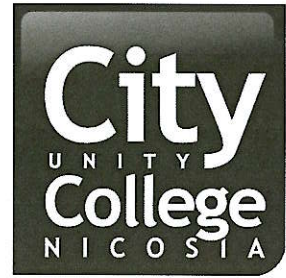
PILOs

From the above depiction, each PILO is aligned to a descriptor within in the European Quality Framework (EQF). The following aligned PILOs are further mapped to each course Intended Learning Outcomes (ILOs) as can be seen in the syllabi and summarised in the table below.

PILOs		A1	A2	A4	A5	B3	B4	B5	C2	C3	C4	C5
CMGT-200	Introduction to Management		✓			✓			✓	✓		
CCAN-117	Canine Behaviour II	✓	✓			✓	✓		✓	✓		
CCAN-207	Computer Applications		✓	✓					✓		✓	
CLAW-200	Business Law	✓	✓			✓						
CACC-100	Accounting I		✓	✓		✓		✓		✓		✓
CMKT-101	Marketing Principles		✓			✓					✓	✓
CCAN-209	Teaching Strategies and People Skills	✓	✓	✓		✓	✓	✓		✓	✓	✓
CCAN-211	Canine Business Management	✓	✓	✓			✓	✓			✓	✓

Annex 3

Canine Handling Handbook



Canine Handling Handbook

Table of Contents

1. Introduction
2. Program Overview
3. Health and Safety Guidelines
 - Immune Status
 - Allergies
 - Vaccinations
 - Safety Training
 - Accommodations for Physical Disabilities
4. Dog Ownership Responsibilities
5. Insurance and Indemnity
6. Veterinary Care Requirements
7. Legal Compliance
8. Risk Management
9. Special Circumstances
 - Safety Issues
 - Immune Status
 - Zoonotic Factors
 - First Aid Training and Awareness
10. Contact Information

1. Introduction

Welcome to the Canine Handling Handbook, a guide designed to support new students and faculty involved in the Canine Studies Certificate and the Canine Management Studies Diploma programs at CUC. This handbook provides essential information on handling dogs safely and responsibly, ensuring the well-being of both the animals and the people involved.

2. Program Overview

The Canine Studies Certificate and Canine Management Studies Diploma programs at CUC offer comprehensive training in canine handling, behavior, and management. These programs include practical elements that involve direct interaction with dogs, requiring adherence to specific guidelines to ensure safety and compliance with legal standards.

3. Health and Safety Guidelines

Immune Status

Before engaging in any practical elements involving dogs, students and faculty must provide documentation of their immune status. This includes a record of vaccinations and any known immunocompromised conditions that might affect their ability to work safely with animals.

Allergies

Individuals with known allergies to dogs must notify program coordinators prior to starting the program. Accommodations will be made to minimize exposure to allergens, such as using hypoallergenic breeds or providing personal protective equipment (PPE). A medical report is required underlying such allergies before the commencement of the program.

Vaccinations

Participants must be up-to-date on vaccinations, particularly those relevant to zoonotic diseases, such as rabies and tetanus. Proof of vaccination must be submitted before participating in practical sessions as part of your admission process.

Safety Training

All participants must complete a safety training course organised before the beginning of the semester that covers the basics of canine handling, bite prevention, and emergency procedures. This training is mandatory and must be renewed annually.

Accommodations for Physical Disabilities

CUC is committed to providing equal opportunities for all students and faculty. Those with physical disabilities should inform program coordinators of their specific needs

to arrange appropriate accommodations, such as modified equipment or assistance during practical sessions. For additional information please refer to the Policies and Procedures Regarding Students with Disabilities Handbook.

4. Dog Ownership Responsibilities

Students and faculty involved in the program may be required to care for a dog temporarily. Responsibilities include providing adequate food, water, shelter, exercise, and medical care. Detailed guidelines will be provided, outlining the expectations for dog ownership during the program.

5. Insurance and Indemnity

Given the new nature of the Canine Studies programs at CUC, insurance and indemnity issues are crucial. All participants must have appropriate insurance coverage to protect against accidents, injuries, or other incidents involving dogs. CUC will provide additional indemnity coverage to ensure institutional risk management.

6. Veterinary Care Requirements

Regular veterinary care is essential for all dogs involved in the program. Participants must ensure that any private dogs (pets) that will participate in the program receive routine check-ups, vaccinations, and any necessary medical treatments. A list of approved veterinary clinics will be provided.

7. Legal Compliance

CUC's Canine Studies programs must comply with national and EU legislation regarding the use of animals for educational purposes. This includes adhering to regulations on animal welfare, ethical treatment, and the humane handling of dogs.

EU Regulations

Directive 2010/63/EU on the Protection of Animals Used for Scientific Purposes

This EU Directive establishes measures to protect animals used in scientific research, including educational purposes. Key provisions include:

- Requiring institutions to have appropriate facilities and staff trained in animal welfare.
- Ensuring that animals are housed in conditions that meet their physiological and behavioral needs.
- Implementing the 3Rs principle: Replacement, Reduction, and Refinement.

Institutional Compliance

CUC must also comply with institutional policies and guidelines to ensure adherence to these legal frameworks:

Institutional Animal Care and Use Committee (IACUC)

CUC's IACUC oversees the institution's animal care and use program, ensuring compliance with national and EU regulations. The committee's responsibilities include:

- Reviewing and approving all animal use protocols.
- Inspecting animal facilities and laboratories.
- Monitoring the training and qualifications of personnel involved in animal handling.

Ethical Review Process

All activities involving animals must undergo an ethical review to assess potential impacts on animal welfare and ensure that the benefits justify any harm. This process involves:

- Submitting detailed proposals outlining the purpose and methods of animal use.
- Evaluating alternatives to animal use.
- Implementing measures to minimize suffering.

Documentation and Record Keeping

To maintain compliance, CUC requires detailed documentation and record keeping for all activities involving animals. This includes:

- Records of animal care and treatment.
- Documentation of training and qualifications for personnel.
- Reports on the outcomes of ethical reviews and IACUC inspections.

Compliance Audits

Regular audits are conducted to ensure ongoing compliance with legal and institutional requirements. These audits involve:

- Reviewing records and documentation.
- Inspecting facilities and observing procedures.
- Providing feedback and recommendations for improvement.

Training and Awareness

All participants in the Canine Studies programs must receive training on legal compliance, including:

- Understanding relevant national and EU regulations.

- Knowing the ethical principles and welfare standards.
- Recognizing the responsibilities and obligations involved in animal handling.

By adhering to these legal requirements, CUC ensures that its Canine Studies programs maintain high standards of animal welfare, ethical integrity, and legal compliance. Participants must remain informed and vigilant in upholding these standards to contribute to the responsible and humane treatment of animals in educational settings.

8. Risk Management

Effective risk management is critical for ensuring the safety and well-being of both humans and animals involved in CUC's Canine Studies programs. This section outlines the comprehensive risk management plan that addresses potential risks associated with the program, including safety audits, emergency response protocols, and ongoing training.

Identifying Risks

Risk management begins with identifying potential hazards associated with canine handling and program activities. These risks include:

- **Physical Injuries:** Bites, scratches, or other injuries caused by dogs.
- **Zoonotic Diseases:** Infections transmitted from dogs to humans.
- **Allergic Reactions:** Responses to dog fur, dander, or other allergens.
- **Animal Welfare Issues:** Ensuring dogs are treated humanely and ethically.
- **Legal and Compliance Risks:** Non-compliance with national, EU, and institutional regulations.
- **Property Damage:** Damage to facilities or equipment caused by dogs.

Risk Assessment

Once risks are identified, they must be assessed to determine their likelihood and potential impact. This involves:

- **Evaluating Frequency:** How often a particular risk might occur.
- **Assessing Severity:** The potential consequences of the risk.
- **Prioritizing Risks:** Ranking risks based on their urgency and importance.

Mitigation Strategies

Mitigation strategies are implemented to reduce the likelihood and impact of identified risks. Key strategies include:

Training and Education

- **Comprehensive Training:** All participants must complete training in canine handling, safety protocols, and emergency procedures.
- **Regular Updates:** Ongoing training sessions to keep participants informed about new risks and mitigation strategies.
- **Specialized Training:** Additional training for handling specific breeds or dogs with behavioral issues.

Safety Protocols

- **Standard Operating Procedures (SOPs):** Detailed SOPs for all activities involving dogs to ensure consistency and safety.
- **Personal Protective Equipment (PPE):** Mandatory use of PPE such as gloves, masks, and protective clothing to minimize exposure to risks.
- **Behavioral Assessments:** Regular evaluations of dogs to identify and manage any behavioral issues.

Health Monitoring

- **Medical Screenings:** Regular health checks for participants to ensure they are fit to work with dogs.
- **Immunizations:** Ensuring all participants are up-to-date on necessary vaccinations.
- **Allergy Management:** Providing accommodations for participants with allergies, such as hypoallergenic breeds or enhanced ventilation systems.

Facility Management

- **Secure Facilities:** Ensuring that all facilities used for the program are secure and appropriately equipped.
- **Sanitation Protocols:** Rigorous cleaning and disinfection protocols to prevent the spread of zoonotic diseases.
- **Emergency Equipment:** Readily available first aid kits and emergency equipment in all facilities.

Emergency Response Protocols

Effective emergency response protocols are essential for addressing incidents quickly and effectively. These protocols include:

Incident Reporting

- **Immediate Reporting:** All incidents, regardless of severity, must be reported immediately to the program coordinator.

- **Detailed Documentation:** Comprehensive documentation of the incident, including the circumstances, actions taken, and outcomes.

First Aid and Medical Response

- **First Aid Training:** All participants must be trained in basic first aid for both humans and dogs.
- **Emergency Contacts:** A list of emergency contacts, including local veterinary clinics and medical facilities, must be readily available.
- **Response Plans:** Clear, step-by-step response plans for different types of emergencies, such as dog bites or allergic reactions.

Crisis Management

- **Crisis Team:** A designated crisis management team responsible for coordinating responses to major incidents.
- **Communication Plans:** Established communication plans to ensure timely and accurate information is shared with all stakeholders.
- **Review and Debriefing:** Post-incident reviews to evaluate the response and identify areas for improvement.

Continuous Improvement

Risk management is an ongoing process that requires regular review and improvement. Key activities include:

Regular Audits

- **Safety Audits:** Routine inspections of facilities and procedures to ensure compliance with safety standards.
- **Compliance Audits:** Periodic reviews to ensure adherence to legal and regulatory requirements.

Feedback Mechanisms

- **Participant Feedback:** Regular feedback from students and faculty to identify concerns and areas for improvement.
- **Incident Analysis:** Detailed analysis of reported incidents to identify trends and prevent recurrence.

Policy Review

- **Annual Review:** Comprehensive review of all risk management policies and procedures on an annual basis.
- **Updates and Revisions:** Updating policies and procedures based on new information, feedback, and regulatory changes.

Specific Risk Management Practices

Risk Communication

- **Clear Guidelines:** Providing detailed written and verbal guidelines on risk management practices to all participants.
- **Signage:** Placing clear and informative signage around facilities to remind participants of key safety protocols and emergency procedures.

Emergency Drills

- **Regular Drills:** Conducting regular emergency drills to ensure all participants are familiar with emergency procedures.
- **Scenario-Based Training:** Using scenario-based training exercises to prepare participants for a variety of potential emergencies.

Canine-Specific Risk Management

- **Behavioral Observation:** Regularly observing and documenting canine behavior to identify potential risks early.
- **Animal Handling Techniques:** Teaching and reinforcing safe and humane animal handling techniques.
- **Enrichment Programs:** Providing enrichment programs to reduce stress and improve the well-being of the dogs, thereby reducing the likelihood of stress-related incidents.

Equipment and Facility Maintenance

- **Routine Inspections:** Conducting routine inspections and maintenance of all equipment and facilities to ensure they are safe and functional.
- **Hazard Identification:** Identifying and mitigating potential hazards in the environment, such as slippery floors, sharp objects, and unsecured areas.

Record Keeping and Documentation

- **Incident Logs:** Maintaining detailed logs of all incidents, including near misses, to track patterns and develop preventive measures.
- **Training Records:** Keeping comprehensive records of all training sessions, including attendance and assessment results.
- **Health and Safety Reports:** Regularly compiling and reviewing health and safety reports to monitor compliance and identify areas for improvement.

9. Special Circumstances

Safety Issues

Safety is paramount in all activities involving dogs. Participants must follow established safety protocols, including wearing appropriate PPE, using proper handling techniques, and maintaining a calm and controlled environment.

Immune Status

Individuals with compromised immune systems must take extra precautions when handling dogs. This may involve additional PPE, restricted activities, or alternative assignments to minimize exposure to potential pathogens.

Zoonotic Factors

Zoonotic diseases, which can be transmitted from animals to humans, are a significant concern. Participants must be aware of these risks and follow guidelines to prevent infection, such as practicing good hygiene, using PPE, and reporting any symptoms immediately.

First Aid Training and Awareness

First aid training is mandatory for all participants. This training will cover basic first aid for both humans and dogs, including how to respond to bites, scratches, or other injuries. Participants must also be familiar with the location of first aid kits and emergency contact numbers.

10. Contact Information

For any questions or concerns regarding the Canine Studies programs, please contact:

Program Coordinator: Name: Dr. Teresa Tyler Email: t.tyler@cityu.ac.cy Phone: 22332333

Veterinary Care Coordinator: Name: Dr. Alexandros Hadjikostis Email: a.hadjikostis@cityu.ac.cy Phone: 22332333

Safety and Risk Management Office: Name: Ms. Niki Varnava Email: n.varnava@cityu.ac.cy Phone: 22332333

We look forward to supporting you in your journey through the Canine Studies programs at CUC. Let's work together to ensure a safe, enriching, and rewarding experience for all.

Annex 4

Assessment Briefs

(attached as zipped file)

Annex 5

**Updated Admission
Requirements**

Required Description	
European Students	International Students
Filled in Application Form City Unity College Nicosia Application Form	Filled in Application Form City Unity College Nicosia Application Form
Copy of a valid passport/identity card Must be valid at least 2 years from the day of starting the programme of study	Copy of a valid passport Must be valid at least 2 years from the day of starting the programme of study
Two (2) photos passport size	Two (2) photos passport size
Recognised High School Leaving Certificate or equivalent	Recognised High School Leaving Certificate or equivalent 10th & 12th Level (in English Language)
High School Transcript	High School Transcripts 10th & 12th Level (min 50% GPA) (in English Language)
Immunisation Records with valid vaccines for Rabies and Tetanus	Immunisation Records with valid vaccines for Rabies and Tetanus
Recent Medical Report from approved medical physician	Recent Medical Report from approved medical physician

Acceptable English Qualifications Requirements

Certificate	Min Score
IELTS	5
TOEFL (IBT)	71
PEARSON PTE Academic	58
Password Skills Plus Test	5.5
Anglia Examinations	Intermediate
Cambridge IGCSE or GCSE English as a Second Language	D

Cambridge IGCSE or GCSE English as a First Language	E
Cambridge GCE English A Levels	D
Cambridge GCE AS Level Eng. Language	C
Michigan Language Assessment	ECCE (52)
University of Cambridge Exams	B2 First (FCE)
IB English B Standard Level (SL)	5
IB English B High Level (HL)	4
IB English A: Literature SL & HL	4
SAT Evidence - Based Reading & Writing (EBRW)	530

Candidate Students from the following Countries with English as primary language do not require any certificate in International Examination.

Australia | Ireland | New Zealand | United Kingdom | United States of America | Canada*