

Doc. 300.1.2

Date: 20/06/2024

## Higher Education Institution's Response

- **Higher Education Institution:**  
Institute of Professional Studies (IPS) at UCLan Cyprus University

- **Town:** Larnaca

- **Programme of study  
Name (Duration, ECTS, Cycle)**

**In Greek:**

Πιστοποίηση Συγκολλητών, 1 ακαδημαϊκό έτος, 60 ECTS, Πιστοποιητικό

**In English:**

Welding Certification, 1 Academic year, 60 ECTS, Certificate

- **Language(s) of instruction:** 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 2<sup>nd</sup> 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 committee has one recommendation considering the programme:            It would perhaps make more sense to have Technical Drawing (ΕΣ 1003) in the first semester and Machine Elements and Environmental Conservation (ΕΣ 1007) in the second semester (currently it is the other way around), since Technical Drawing is a prerequisite for understanding Machine Elements.            Furthermore, we would recommend to have on IPS website a dedicated section for the Diploma and Certificate courses, with admission criteria, procedures and general conditions publicly available, both to students and prospective one.</p>	<p>Thank you for your thoughtful recommendation regarding the program structure. We appreciate your attention to the curriculum details and your commitment to enhancing the learning experience for our students.</p> <p>We agree that having Technical Drawing (ΕΣ 1003) in the first semester and Machine Elements and Environmental Conservation (ΕΣ 1007) in the second semester would indeed provide a more logical progression for students. Understanding Technical Drawing as a prerequisite for Machine Elements is crucial, and we implemented this change to ensure our students receive the foundational knowledge they need in the correct sequence.</p> <p>Furthermore, we acknowledge the importance of having clear and accessible information about our Diploma and Certificate courses on IPS website. We are working on creating a dedicated section that includes admission criteria, procedures, and general conditions, making it easier for both current and prospective students to find the information they need.</p>	<p>Choose level of compliance:</p>

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

Areas of improvement and recommendations <b>by EEC</b>	Actions Taken by the Institution	For Official Use ONLY
<p>It is advised that a document with the Study Regulations is publicly accessible and clearly communicated to students upon their admission, ensuring they are aware of their rights and obligations during their studies.</p>	<p>We fully agree that making the Study Regulations publicly accessible and ensuring they are clearly communicated to students upon their admission is essential. This will help ensure that all students are well-informed about their rights and obligations throughout their studies. To implement this, we will make the Study Regulations document readily available on our website. Additionally, we will incorporate a clear communication process during the admission phase to ensure that every student receives this important information.</p>	<p>Choose level of compliance:</p>

### 3. Teaching staff (ESG 1.5)

Areas of improvement and recommendations <b>by EEC</b>	Actions Taken by the Institution	For Official Use ONLY
<p>An issue which needs some attention is related to the fact that the main teaching responsibilities, regarding theoretical and laboratory sessions, are allocated to one person, namely the Course Leader of the Programme. Even though he presents significant knowledge, experience and motivation to undertake this load in a successive manner, his duties are heavy, especially considering coordination duties as well; at least a pool of available teaching staff related to the topics, would be helpful and could support him in case of a need. Especially on the laboratory level, the presence of a technician, experienced in welding processes, would be rather recommendable, given also safety reasons.</p>	<p>We agree that the current load on the Course Leader, who is responsible for both theoretical and laboratory sessions, is considerable. While his expertise, experience, and dedication are invaluable, we recognize the importance of distributing these responsibilities to ensure effective teaching and coordination.</p> <p>We are pleased to inform you that we are already taking steps to address this issue. We are in the process of recruiting two additional staff members who will support the Course Leader. These new recruits will help distribute the teaching responsibilities more evenly and provide the necessary backup in case of need.</p> <p>Furthermore, we are also looking for a technician with experience in welding processes to assist in the laboratory sessions. This addition will not only enhance the quality of practical training but also ensure safety during laboratory activities.</p>	<p>Choose level of compliance:</p>

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

Areas of improvement and recommendations <b>by EEC</b>	Actions Taken by the Institution	For Official Use ONLY
<p>Even though the procedures for student admission, as well as for their progression have been indicated at the application documents and the communication with the members of the Program, their presentation at the HEI's website is recommended.</p>	<p>We agree with your suggestion to present the procedures for student admission and progression on our website. The entire set of procedures are on progress to be available on website.</p>	<p>Choose level of compliance:</p>

**5. Learning resources and student support**  
 (ESG 1.6)

Areas of improvement and recommendations <b>by EEC</b>	Actions Taken by the Institution	For Official Use ONLY
<p>Upgrading the laboratory facilities with cutting-edge technology, such as robotics, prevalent in the welding industry would be beneficial. Mr. Iatrou, the Course Leader, plays a pivotal role in the programme, teaching 10 of 12 hours and 11 of 13 hours during the first and second semesters, respectively. This concentration of responsibilities presents a risk to the program's continuity should he be unexpectedly unavailable for an extended period. Developing a contingency plan involving other highly qualified teaching personnel is advisable.</p>	<p>We agree that upgrading the laboratory facilities with cutting-edge technology, such as robotics prevalent in the welding industry, would be highly beneficial. Mr. Iatrou has already requested quotations for the specific equipment needed for the labs. Regarding the concentration of teaching responsibilities with Mr. Iatrou, we recognize the risk to the program's continuity should he become unexpectedly unavailable. To address this, we have developed a contingency plan to hire new highly qualified teaching personnel to ensure the seamless operation of the program.</p>	<p>Choose level of compliance:</p>



**6. Additional for doctoral programmes**  
 (ALL ESG)

Areas of improvement and recommendations <b>by EEC</b>	Actions Taken by the Institution	For Official Use ONLY
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:
Click or tap here to enter text.	Click or tap here to enter text.	Choose level of compliance:

**7. Eligibility (Joint programme)**  
 (ALL ESG)

Areas of improvement and recommendations <b>by EEC</b>	Actions Taken by the Institution	For Official Use ONLY
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:
Click or tap here to enter text.	Click or tap here to enter text.	Choose level of compliance:

## B. Conclusions and final remarks

Conclusions and final remarks by EEC	Actions Taken by the Institution	For Official Use ONLY
<p>This is certification course that is not running yet, but it is already well-prepared aiming to be launched in September 2024.</p> <p>In that sense, some of the aspects of the evaluation (including the course's target groups, the needs of the market it aims to address, its content and structure, its expected outcomes, the teaching staff and the infrastructure to be used) can be assessed, based on the information obtained during the committee's visit and the material provided.</p> <p>The overall impression is very positive, since the course will address a significant requirement by the market, it benefits from operating within a well-organized Institution, and it will benefit from well qualified and highly motivated personnel as well as very good infrastructure. The evaluation committee has come up with suggestions that can improve the course (considering the teaching programme, the support of the teaching staff and the visibility of admission criteria and regulation); they are in any case of minor significance.</p> <p>Some other aspects of the evaluation (including the quality assurance procedures and the students' support) can only be assessed based on the already running Diploma courses. Assuming that the Welding Course will run along the same line of procedures, which is reasonable, it will be compliant with the requirements of the evaluation.</p> <p>In this line of thought, the overall impression is certainly positive and</p>	<p>Thank you for your thorough evaluation and positive feedback on our upcoming certification course, set to launch in September 2024.</p> <p>We appreciate your recognition of the course's alignment with market needs, its well-prepared content, structure, and the high quality of our teaching staff and infrastructure. Your positive overall impression is encouraging, and we are pleased to hear that the course is viewed as addressing significant market requirements.</p> <p>We also appreciate the constructive suggestions provided to improve the course, particularly regarding the teaching program, support for the teaching staff, and the visibility of admission criteria and regulations. We will certainly take these into consideration to enhance the course further.</p> <p>Regarding the aspects of the evaluation that can only be assessed based on our already running Diploma courses, we assure you that the Welding Course will follow the same quality assurance procedures and student support mechanisms, ensuring compliance with the evaluation requirements.</p> <p>Thank you again for your positive assessment and recommendation for accreditation. We are committed to delivering a high-quality program and look forward to its successful launch.</p>	<p>Choose level of compliance:</p>



the committee suggests that the course should be accredited.		
--	--	--

C.

**D. Higher Education Institution academic representatives**

<i>Name</i>	<i>Position</i>	<i>Signature</i>
<b>Konstantinos Voniatis</b>	Director	
<b>Stella Komodromou</b>	QA Expert	
<b>Michalis Giatrou</b>	Course Leader of Welding Certification	

**Date:** 20/06/2024

