

The Academic Hierarchy and Committees at CDA College

1. THE BOARD OF GOVERNORS

The membership of the Board shall be as decided by the founder from time to time. It consists of the Chairman and three members.

The Chairman:	Christoforou Athanasios
Member:	Christoforou Goudi Chrysa
Member:	Pavlos Panayi

Secretary to the Board: Charalambous Irene

Duties and Responsibilities

- To decide the policy to be pursued by the College.
- To appoint the Director.
- To appoint the Finance Director.
- To establish and dissolve such other Committees or Councils, and their constitution as the Board deems necessary to fulfil the objectives of the College or the requirements of statute.
- To secure the financial resources to support the goals and policies of the College.
- To receive and act upon, as necessary, reports of the Academic, Administrative, Disciplinary and Finance Committees.
- The Board shall meet not less than twice per academic year.

2. THE FINANCE COMMITTEE

The Finance Committee shall operate under the Chairmanship of the Financial Director.

The membership of the Committee shall be as decided by the Board at Governors, but as all times shall include:

- The Finance Director
- The Chairman of the College
- A member of the Governors

DUTIES AND RESPONSIBILITIES:

The Committee shall be responsible to the Board of Governors for:

- the financial stability of the College

- the preparation of an annual budget and its subsequent control
- the financial support necessary for the proper operation of the programmes of study
- the operation of the accounting system within the College and its annual audit
- the terms of contracts and conditions of employment of staff the remuneration and other benefits of the staff.

3. THE ACADEMIC COMMITTEE

The membership of the Committee shall be as decided by the Board of Governors. Members:

- The General Director (Academic Affairs & Administration)
- The Assistant Director (Admissions)
- The Finance Director
- The Nicosia, Limassol, Larnaca and Pafos Precinct Principal
- The Director of International Affairs
- The Heads of the Departments
- Two members of the faculty
- One member of the Administrative Staff
- The Librarian
- One member of the Students Union.

DUTIES AND RESPONSIBILITIES:

- To make recommendations to the Board of Governors for the board academic policy to be pursued by the College.
- To receive reports from its standing Subcommittees and to make recommendations there on.
- To receive reports from the Assessment Board to note.
- To receive qualitative reports upon the operation, of the academic and professional programmes offered by the College, and to make recommendations thereon.
- To receive and consider reports upon the academic progress of the student body.
- Assessing existing and developing new programs of study.
- Setting up and continuously monitoring academic standards.
- Setting up and supervising the implementation of admission requirements.
- Reviewing regularly the college admission requirements.
- Developing, assessing and modifying methods of teaching.
- Setting up examination procedures and regulations.
- Upgrading methods of student assessment.
- Establishing the graduation requirements for all degrees and diplomas.
- Modifying, reviewing, developing and accessing programs of study.
- Establishing criteria for scholarships and awards.
- Allocating academic responsibilities to members of the faculty.
- Dealing with all matters affecting educational policy and

- Recommending the recruitment of new faculty members.
- The Committee shall normally meet not less than two times per academic year.

The Committee may refer such matters to its Standing Committee as are consistent with its, and their responsibilities, and as decided by the Director.

4. THE ADMINISTRATIVE COMMITTEE

The membership of the Committee shall be as decided by the Board of Governors. Members:

- The General Director (Academic Affairs & Administration)
- The Assistant Director (Admissions)
- The Finance Director
- The Director of International Affairs
- The Nicosia, Limassol, Larnaca and Pafos Precinct Principal
- The Registrar
- The Librarian
- The Technical Manager
- The Heads of the Departments
- Two members of the faculty
- Two members of the Administrative Staff
- Two members of the Students Union

DUTIES AND RESPONSIBILITIES:

- To make recommendations to the Board of Governors for the broad administrative policy to be carried out by the College.
- To receive reports from its standing Subcommittees and to make recommendations there on.
- To receive qualitative reports upon the operation, of the academic and professional
- To receive and consider reports upon the conduct in general of the student body.
- The Committee shall normally meet not less than three times per academic year.

5. THE DISCIPLINARY COMMITTEE

The membership of the Committee shall be as decided by the Board of Governors. Members

- The General Director (Academic Affairs & Administration)
- The Assistant Director (Admissions)
- The Director of International Affairs
- The Nicosia, Limassol, Larnaca and Pafos Precinct Principal
- Three Heads of Department
- Four faculty members

- Two members of the Student Union

DUTIES AND RESPONSIBILITIES:

The Committee shall report, and make recommendations, to the Director on

- student affairs in conflict with the Code of Student Conduct
- any breach of the Assessment Regulations.

How the Academic, Administrative and Disciplinary committees function

The Committees meet regularly, at least 4 times a year, after invitation of their Chairman. The invitation of the members of the Committee and the subjects of the daily agenda in the regular meeting are made known in writing, at least one week prior to the meeting day of the Committee.

The Committees are in quorum when at least half of its members plus one are present. The decisions of the Committees are taken by a simple majority of the present members. If there is a tie vote, then the decision of the Chairman of the Committee is taken into consideration.

The decisions of each Committee are taken down in the special minute's book by the Chairman and the secretary. A member of the Teaching Staff acts as the secretary of the Committee, after being elected by the Chairman during the first meeting of the Committee. The Chairman is responsible of keeping the minutes.

Because of the small size of the College, the Academic and the Administrative Committee are the same for the place of business as well as for its branches. However, there are four different Disciplinary Committees – one for the place of business in Nicosia, one for the Limassol branch and one for the Larnaca branch and one for the Pafos branch.

6. THE PROFESSIONAL PROGRAMMES STANDING COMMITTEE

- The Head of Department – Chairman
- The Course Co-ordinator
- The members of staff substantially involved on the programme
- One member of Student's Union

DUTIES AND RESPONSIBILITIES:

To report and make recommendations to the Academic Committee on:

- the establishment and maintenance of academic quality within the College educational programmes

- the development of the existing professional and the introduction of new programmes of study
- considering and making recommendations upon, the assessment policy to be conducted within the College.
- Assessing existing and developing new professional programs of study.
- Setting up and continuously monitoring academic/professional standards.

7. THE STAFF DEVELOPMENT STANDING COMMITTEE

- The General Director
- The Registrar
- The Director of International Affairs
- The Nicosia, Limassol, Larnaca and Pafos Precinct Principal
- The Head of Departments
- Two faculty members
- One member of the Student's Union

DUTIES AND RESPONSIBILITIES:

To report and make recommendations to the Academic Committee on:

- the sufficiency of the staff necessary to support the programmes of study in order to achieve the stated aims of the College
- satisfactory procedures for the selection, appointment personal and professional development and personal evaluation of staff
- the operation and effectiveness of the staff self-evaluation plans and any action that should flow from it
- the policy for the appointment of part time members of staff
- the sufficiency of the staff necessary to support the administration and operational efficiency of the College as a whole.

8. THE RESOURCES STANDING COMMITTEE

- The General Director (Academic Affairs & Administration)
- The Technical manager
- The Director of International Affairs
- The Nicosia, Limassol, Larnaca and Pafos Precinct Principal
- The Librarian
- Two Heads of Department
- One member of Student's Union

DUTIES AND RESPONSIBILITIES:

To report and make recommendations to the Administrative Committee on:

- the condition and maintenance of its building stock and any alterations necessary to improve and support the teaching activity
- the sufficiency and suitability of the equipment necessary for the implementation of the programmes of study
- the sufficiency and suitability of the accommodation necessary for the location of the programmes of study
- the smooth running of the operations of the College

9. THE LIBRARY STANDING COMMITTEE

- The Librarian (Chairman)
- Two Heads of the Departments
- Two members of the Student's Union.

DUTIES AND RESPONSIBILITIES:

To report and make recommendations to the Administrative Committee on:

- the literary stock necessary to support the professional needs of the programmes of study
- the personnel required to support the efficient operation of the library
- the teaching and learning equipment necessary to support the programme of study
- the mode of the library as a learning resource.

10. THE STUDENT AFFAIRS STANDING COMMITTEE

- The General Director (Academic Affairs & Administration)
- The Assistant Director for Admissions
- The Registrar
- Three Heads of Department
- Two members of the Administration Staff
- Two members of the Student's Union

DUTIES AND RESPONSIBILITIES:

To report and make recommendations to the Academic Committee on:

- the preparation of the Student Handbook
- policies to be pursued to raise the quality of student life and enhance staff/student relationship
- the implementation and review of the Code of Student Conduct.

11. THE INTERNAL QUALITY ASSURANCE COMMITTEE (IQAC)

- The General Director (Academic Affairs & Administration) (Chairman)
- Three Members of the Teaching Staff
- Two Members with quality assurance knowledge
- One Representative of the Student's Union and for Masters two students (one bachelor and one master).

The Internal Quality Assurance Committee shall be decided by the Board of Governors.

- The IQAC shall meet regularly, at least 6 times a year. Additional meetings are set before each External Accreditation after invitation of their Chairman. The invitation of the members of the Committee and the subjects of the daily agenda in the regular meeting are made known in writing, at least one week prior to the meeting day of the Committee.
- The Committees are in quorum when at least half of its members plus one are present. The decisions of the Committees are taken by a simple majority of the present members. If there is a tie vote, then the decision of the Chairman of the Committee is taken into consideration.
- The decisions of each Committee are taken down in the form of minutes. A member of the Teaching Staff acts as the secretary of the Committee, after being elected by the Chairman during the first meeting of the Committee. The Chairman is responsible of keeping the minutes.
- The members of the IQAC are written down in the internal regulations of the College and are published in the College Website.

DUTIES AND RESPONSIBILITIES:

- Responsible to apply all the requirements mentioned in the article 12 & 14 of educational quality assurance set by The Cyprus Agency of Quality Assurance and Accreditation in Higher Education.
- Coordinate the preparation of Self-evaluation Reports related to the External Accreditations
- Responsible to prepare the General Accreditation Reports of the College to be sent to "Foreas"
- In the General Accreditation Reports should include the internal mechanisms maintaining the quality assurance in the College
- It controls the general direction of instruction, research, and examination, and awards degrees, diplomas and certificates as well as receive reports from all standing and special committees. For the time being, it undertakes the following:
 - approves the organisation of faculties, institutions, and other academic units;
 - plans, develops and reviews academic programmes;

- regulates the admission of persons to programmes of study and their attendance at such programmes and examinations;
- appoints and instructs examiners and Boards of Examiners, and oversees examinations;
- awards degrees, diplomas, certificates, scholarships, prizes, and medals;
- to review, evaluate and recommend changes to the general curriculum structure:
- existing and new programmes of studies
- consider and approve minor changes to programmes requirements regarding curriculum and assessment as well as to approve new modules within existing programmes;
- set guidelines and procedures pertaining to the administration of programmes, examinations;
- approve results of the students and award degrees to students who meet the degree requirements in accordance with the Regulations.
- establish guidelines and procedures pertaining to the administration of programmes and graduate student matters;
- approve the allocation of the Research Scholarship budget
- review and evaluate other educational policy issues including admissions and advance placement criteria, calendar, issuance of degrees, and rationalisation of teaching across departments.
- evaluates and recommends changes on the teaching methods of each programme
- they receive relevant information from the Faculty Evaluation
- evaluates the staff teaching behavior and methods.

The outcomes are regularly monitored and evaluated through:

- the 30 quality assurance mechanisms outcomes
- Student Complaint Form
- The College will also introduce the Surveys and Opinion Polls by current students and Alumni Opinion Polls.
- Students' Faculty Evaluation Results
- Faculty Classroom Observation Results
- Faculty Other Academic Matters Results
- Faculty Overall Evaluation Results
- Internal Examiner's Comments

12. THE INTERNAL QUALITY ASSURANCE COMMITTEE BY DEPARTMENT

- a) the President or Vice President of the Department / Division
- b) a member of the Departmental / Sectoral academic staff, preferably experienced in quality assurance procedures
- c) an undergraduate or a student of the Department / Sector who is in the third year of study.

13. THE FINAL PROJECT (THESIS) COMMITTEE (FPC)

- The Director of the Campus (Chairman)
- The Head of the Department
- The Supervisor of the Project
- One Member of the Teaching Staff

DUTIES AND RESPONSIBILITIES:

- It comprises of 3 faculty members, the head of the programme, the Thesis Supervisor and another faculty member of the programme.
- They meet once or twice per year to review the final projects
- They assess/evaluate the graduate students' final projects/thesis/work

14. THE STUDENTS' TRANSFER COMMITTEE (STC)

- The Director of the Campus (Chairman)
- The Assistant Director (Admissions)
- The Head of the Department
- The Head of the Administration
- One member of the faculty staff

DUTIES AND RESPONSIBILITIES:

- It comprises of 3 faculty members, the head of the programme, the Thesis Supervisor and another faculty member of the programme.
- They meet once or twice per year to review
- They compare and assess the transfer students' certificates, diplomas and detail transcript with the relevant programme of studies.

15. THE RESEARCH COMMITTEE

- The Head of the Research Centre
- The Nicosia, Limassol, Larnaca and Pafos Precinct Principal
- The International Affairs Director
- The Heads of the Departments
- Three Members of the Teaching Staff

DUTIES AND RESPONSIBILITIES:

- It's conducted once per semester

- To carry out academic research in order to support the college's teaching and project activities.
- To carry out pure research in collaboration with domestic and international institutions, in order to enhance expertise of the Research Team of the College.
- To undertake research projects covering issues, that have an impact on the Social, Economic and Technical developments of the Public and Private sectors in Cyprus and abroad; and
- To Provide Independent Research Services to external organizations.
- Committed to developing and promoting research activity.
- Research and advancement of knowledge as intellectual activities, are an integral part of our educational environment that fosters innovation and enthusiasm for excellence.
- All the Lecturers should undertake research each year and the research department will keep records for each research output.
- Lecturers will get teaching hours off for the research undertaken or an amount paid for a completed research is based on the research length and quality.
- Additionally, lecturers will get extra payment if they entered into EU Funding Research Projects.
- Encourage lecturers to participate to seminars and all expenses paid by the college.
- To established collaborations with research centres abroad.
- Attendance at local relevant conferences, seminars, lectures, symposia is encouraged and strongly recommended.
- The College encourages and supports its faculty members to gain national and international recognition for excellence in their areas of expertise.

16. THE COORDINATORS OF THE PROGRAMS OF STUDY

1. Sectetarial Studies and Higher Diploma in Office Administration

Evi Papachristiforou - Nicosia

Chrysi Michaelidou - Limassol

Dr. Georgios Mbosmalis - Pafos

Katerina Ioannou - Larnaca

2. Master in Business Administration and BA Bachelor in Business Administration

Dr. Nicos Rodosthenous - Nicosia

Dr. Iosif Kafkalas - Limassol

Dr. Amvrosios Prodromou - Pafos

3. BA in Police Management

Christina Agathangelou - Nicosia - Limassol

4. BA in Travel and Tourism Management

Marilia Kountouridou - Limassol - Pafos

Dr. Nicos Rodosthenous - Larnaca

5. Diploma in Travel and Tourism Administration

Soteroulla Christodoulou - Larnaca

Antonis Antoniou - Limassol

6. Diploma in ICT Information and Communication Technology

Dr. Pavlos Panayi - Nicosia

Olga Pelekanou - Limassol

7. Bachelor in Aesthetics

Andri Pattichi - Larnaca

Fani Xanthopoulou - Limassol

Chara Panagiotou - Nicosia

Andri Ioannou - Pafos

8. Master in Stress Management and Wellness in health Promotion

Dr. Aristoniki Theodosiou- Limassol

9. Higher Diploma in Hairdressing

Georgia Stylianou - Nicosia

Anthia Pisiara - Limassol

Evangelia Neofytou- Pafos

Irene Tziortzi - Larnaca

10. Diploma in Funeral Services

Dr. Georgios Mbosmalis - Pafos

11. Certificate in health Care Support Provider

Konstantinos Michael – Dr. Anestis Vasileiou

12. Certificate in make-up & Nail Artist

Chara Panayiotou – Nicosia

Irene Tzortzi – Larnaca

Fani Xanthopoulou – Limassol

Evangelia Neofytou - Pafos