



**FORMAL POLICIES FOR THE
DEVELOPMENT & MANAGEMENT
OF PROGRAMS OF STUDY**

Nicosia – Limassol – Larnaca – Pafos

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1. THE LAW OF THE CYPRUS AGENCY OF QUALITY ASSURANCE & ACCREDITATION IN HIGHER EDUCATION THE LAW of CY.Q.A.A (ΝΟΜΟΘΕΣΙΑ ΦΟΡΕΑ)

Ο Περί Της Διασφάλισης Και Πιστοποίησης Της Ποιότητας Της Ανώτερης Εκπαίδευσης

Ο Περί Της Διασφάλισης Και Πιστοποίησης Της Ποιότητας Της Ανώτερης Εκπαίδευσης Και Της Ίδρυσης Και Λειτουργίας Φορέα Για Συναφή Θέματα Νόμος Του 2015. Ν 136(I)2015 και Ν47(I)2016).

2. ΔΙΑΔΙΚΑΣΙΑ ΕΣΩΤΕΡΙΚΗΣ ΔΙΑΣΦΑΛΙΣΗΣ ΤΗΣ ΠΟΙΟΤΗΤΑΣ

Πρότυπα
εσωτερικής
διασφάλισης
ποιότητας.

12. Κάθε ίδρυμα ανώτερης εκπαίδευσης οφείλει να στοχεύει στη συνεχή βελτίωση της ποιότητας του διδακτικού και ερευνητικού του έργου, καθώς και των άλλων δραστηριοτήτων του και να ενεργεί για την εσωτερική διασφάλιση της ποιότητας, αναμένεται δε να εφαρμόζει τα ακόλουθα πρότυπα:

- (α) Δέσμευση για την καλλιέργεια αντιλήψεων και συμπεριφορών οι οποίες να αναγνωρίζουν τη σημασία της ποιότητας και της διασφάλισής της για την επιτέλεση του έργου του·
- (β) εφαρμογή πολιτικής και αντίστοιχες διαδικασίες για τη διασφάλιση της ποιότητας και των επιπέδων σε σχέση με τα προγράμματα σπουδών που προσφέρει και τους τίτλους σπουδών που απονέμει·
- (γ) λειτουργία τυπικών μηχανισμών για την έγκριση, παρακολούθηση και περιοδική επανεξέταση και όπου χρειάζεται αναθεώρηση των προσφερόμενων προγραμμάτων σπουδών και των τίτλων σπουδών που αυτό απονέμει·
- (δ) μέριμνα για την Αξιολόγηση των φοιτητών του βάσει δημοσιευμένων κριτηρίων, κανονισμών και διαδικασιών εφαρμοζόμενων με συνέπεια·
- (ε) κατοχή των απαραίτητων προσόντων και των αναγκαίων ικανοτήτων από το διδακτικό του προσωπικό σε σχέση με το διδακτικό έργο που αυτό καλείται να διεκπεραιώσει, καθώς και των στοιχείων που τεκμηριώνουν το βαθμό επάρκειας των διδασκόντων του·
- (στ) επάρκεια μαθησιακών πόρων και καταλληλότητα για κάθε προσφερόμενο πρόγραμμα σπουδών για σκοπούς στήριξης της διεργασίας της μάθησης των φοιτητών·
- (ζ) συλλογή, ανάλυση και χρήση όλων των δεδομένων που σχετίζονται με την αποτελεσματικότητα και την αποδοτικότητα της διαχείρισης των προσφερόμενων προγραμμάτων σπουδών και των λοιπών εκπαιδευτικών δραστηριοτήτων·
- (η) δημοσιοποίηση, με έντυπο και ηλεκτρονικό τρόπο, σε τακτά χρονικά διαστήματα, ενημερωμένης, αμερόληπτης και αντικειμενικής έκθεσης

αναφορικά με τα προσφερόμενα προγράμματα σπουδών και τις λοιπές εκπαιδευτικές δραστηριότητες, καθώς και των τίτλων σπουδών που αυτό απονέμει.

Επιτροπή
Εσωτερικής
Ποιότητας.

13.-(2) Ο τρόπος λειτουργίας της Επιτροπής Εσωτερικής Ποιότητας, η διαδικασία του διορισμού των μελών της, καθώς και η διάρκεια της θητείας της αποφασίζονται από τα αρμόδια όργανα του ιδρύματος και καταγράφονται, ανάλογα με την περίπτωση, στον καταστατικό χάρτη ιδιωτικού πανεπιστημίου ή στους κανόνες δημόσιου πανεπιστημίου ή στους εσωτερικούς κανονισμούς σχολής τριτοβάθμιας εκπαίδευσης και δημοσιεύονται στην ιστοσελίδα αυτών.

Αρμοδιότητες
Επιτροπής
Εσωτερικής
Ποιότητας.

14.-(1) Η Επιτροπή Εσωτερικής Ποιότητας ιδρύματος είναι αρμόδια για την εφαρμογή των προτύπων που προβλέπονται στο άρθρο 12, για σκοπούς διασφάλισης της εσωτερικής ποιότητας.

(2) Η Επιτροπή Εσωτερικής Ποιότητας συντονίζει την ετοιμασία των ειδικών εκθέσεων αυτοαξιολόγησης σε σχέση με τις Εξωτερικές Αξιολογήσεις που αφορούν το ίδρυμα, σύμφωνα με τα πρότυπα που ισχύουν για τις εν λόγω εκθέσεις τα οποία καθορίζονται και εκδίδονται από το Φορέα με βάση τα κριτήρια και τους δείκτες ποιότητας που προβλέπονται από τις διατάξεις του άρθρου 6 και σύμφωνα με τις διατάξεις του παρόντος Νόμου αναφορικά με τις εξωτερικές αξιολογήσεις.

(3) Η Επιτροπή Εσωτερικής Ποιότητας είναι αρμόδια για την κατάρτιση των γενικών εκθέσεων αξιολόγησης του ιδρύματος προς υποβολή στο Φορέα, οι οποίες αφορούν το ίδρυμα στην ολότητά του και περιλαμβάνουν στοιχεία για αριθμό κεντρικών δεικτών ποιότητας τους οποίους ο Φορέας εκδίδει.

(4) Στις γενικές εκθέσεις Εσωτερικής Αξιολόγησης πρέπει να γίνεται αναφορά στους εσωτερικούς μηχανισμούς διαχείρισης της ποιότητας που έχει θεσπίσει το ίδρυμα και στις τυχόν βελτιώσεις στους μηχανισμούς αυτούς που έχουν εισαχθεί κατά την περίοδο που ακολουθεί την υποβολή της προηγούμενης Γενικής Έκθεσης Εσωτερικής Αξιολόγησης.

3. THE INTERNAL QUALITY ASSURANCE COMMITTEE

Following the decision of the House of Representatives (July 9, 2015), the "Ensuring and Certifying the Quality of Higher Education and the Establishment and Operation of a Agency of Relevant Issues Law of 2015" was passed.

The aim of the Agency will be to make a decisive contribution to ensuring the quality of the education provided to students and to promote Cyprus to a regional higher education center.

In accordance with the provisions of Article 13 of the "Quality Assurance and Certification of Higher Education Act and the Establishment and Operation of a Body for Related Matters Law of 2015" (Law 1336 (I) / 2015), the Internal Quality Committee of CDA College is:

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.

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 Members of the Internal Quality Assurance Committee at CDA College:

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

- Dr Pavlos Panayi, PhD Data Communications, MBA Business Adm., BSc Computer Science, Head of ICT, Professor, General Director, (Academic Affairs and Administration).
- Dr Andreas Tofaris, PhD Atmospheric Science/Physics, MSc Oil and Gas Engineering, MBA, BSc Physics, Head of Research Centre, Professor.
- Mr. Efstathios Michael, MSc Electr. & Electronic Eng., BSc (Hons) Electr. & Electronic Eng. PCL, London, UK. MPSM, CIIM, General Director CDA College Pafos.
- Mrs. Athina Koliandri, MBA (CDA College), MSc. Educational Management, BSc. Hotel Restaurant & Institutional Management, IATA/UFTAA Diploma, Many years of experience in all the Accreditations, Director of International Affairs.
- Mrs. Katerina Kyriakidou, MBA (CDA College), MA Applied Translation Studies, BA English Literature, Postgraduate Diploma Bilingual Translation, Many years of experience in all the Accreditations, Director CDA College Nicosia.
- 1 Students' Representative and
- For Masters programmes (1 bachelor and 1 master student's representatives).

4. 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, and other marks of distinction;
 - awards, scholarships, , prizes, and medals;
- Among the duties of this committee are to review, evaluate and recommend changes to the general curriculum structure:
 - existing and new programmes of studies
 - other educational policy issues
- 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 examination results of graduate students and awarding degrees/graduate diplomas to students who meet the degree requirements in accordance with the Regulations;

- approve the award of Medals/Prizes to graduate students; and
- 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.

5. THE INTERNAL QUALITY ASSURANCE MECHANISMS AT CDA COLLEGE FOR QUALITY ASSURANCE

The outcomes are regularly monitored and Evaluated through the Internal Educational Quality Assurance Mechanisms of CDA College (Booklet Attached):

1. Faculty Classroom Observation
2. Students' Faculty Evaluation Form
3. Faculty Self-Evaluation and Suggestions Report
4. Students' Faculty Evaluation Results
5. Student's Program Evaluation
6. Faculty Classroom Observation Results
7. Faculty Other Academic Matters Results
8. Faculty Overall Evaluation Results
9. One general meeting with all the faculty staff
10. Two meetings per semester with the heads and the lecturers of each departments and Students Union representatives
11. Internal Memos, Instructions and Guidelines for each program of studies
12. Students Final Assessment per Module
13. Examination and Invigilation Procedures
14. Instructions to Examination Candidates
15. Application of the ECTS System in all the programmes of study
16. Application of the ECTS Grading System
17. Assignments, Tests, Quizzes, Final Projects, Group Projects
18. Mid-Term and Final Examinations
19. Attendance Roster/ Detailed Records with all and material covered by each lecturer
20. Final Project (Thesis) Assessment Criteria
21. Internal Examiner
22. Faculty Staff Development
23. Faculty Staff Involvement
24. Student's Complaint and/or Suggestions Form
25. Student's Complain Management Procedures
26. Survey and Opinion Polls by current students and Alumni Opinion Polls.
27. Administrative Staff Self-Evaluation & Suggestions Report
28. Administrative Staff Evaluation Report
29. CDA College Committees for Monitoring the Educational Quality Assurance

6. INTERNAL QUALITY ASSURANCE COMMITTEE BY DEPARTMENT

The Agency of the Quality Assurance and Accreditation of Higher Education (CY.Q.A. A) at its 34th Session, held on 10 and 11 September 2018, decided and informed the following Institutions of Higher Education:

Each Department (University) / Sector (ISTE) recommends its own Internal Quality Committee, which includes:

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

Internal Quality Assurance Committee by Department

Business Department

1. Dr. Iosif Kafkalas, PhD Economics, MSc Economics, BSc Economics, Coordinator of a Program of Study
2. Dr. Amvrosios Prodromou, (DBA (C), Master in Business Administration (MBA), Bachelors in Business Administration, Member of the Chartered Management Institute (MCFI), Member of the Paphos Chamber of Commerce and Industry, Member of the academic staff of the department
3. An undergraduate or a student of the Department / Sector who is in the third year of study

Travel and Tourism Department

1. Dr. Nikos Rodosthenous, PhD Tourism (Religion), MSc Airline Mgt, BA Religion, Diploma in Marketing, Fellow of Sales & Marketing Management Institute, Member of The Chartered Institute of Transport, International Travel Consultant IATA, **Head of Research Centre, Asst. Professor.**
2. Antonis Antoniou, Master of Science in Tourism & Hospitality Education, BA International Hotel & Catering Management, **Head of the Program of Study**
3. An undergraduate or a student of the Department / Sector who is in the third year of study

Department of Criminology

1. Christina Agathangelou, MSc Cyber Crime & E-Investigation, BSc Applied Criminology with Forensic Studies, Coordinator of a Program of Study
2. Dr. (C) Nagia Panagiotou, PhD (C) Law, LL.M and LLB Law University of Nicosia, Member of the academic staff of the department
3. An undergraduate or a student of the Department / Sector who is in the third year of study

Office Administration and ICT Department

1. Evanthia Papachristoforou, MSc in Marketing, BA(Hons) Public Relations with specialization in Marketing - Coordinator of a Program of Study
BSc Economics, Coordinator of a Program of Study
2. Olga Pelekanou, MBA Business Administration, MSc Web & Mobile Systems
BSc Computer Science (Frederick University Cyprus, Computer Science, the School of Engineering and Applied Sciences), BSc Computer Science (Omsk State Pedagogical University, the faculty of Computer Science, Member of the academic staff of the department
3. An undergraduate or a student of the Department / Sector who is in the third year of study

Beauty Department

1. Andri Ioannou, MA Beauty Care, Exercise in Health Promotion and Stress Mgt, BA Aesthetics – Cosmetology, **Head of the Program**
2. Chara Panayiotou, MA Beauty Care, Exercise in Health Promotion and Stress Mgt, BA Aesthetics – Cosmetology, Member of the academic staff of the department
3. An undergraduate or a student of the Department / Sector who is in the third year of study

Hairdressing Department

1. Gregoris Santos – Higher Diploma in Hairdressing (C.D.A College) Lecturer
2. Iacovos Tziortzis - Higher Diploma in Hairdressing (C.D.A College) Lecturer
3. An undergraduate or a student of the Department / Sector who is in the third year of study

Department of Health Promotion

1. **Dr. Aristoniki Theodosiou**, PhD In Psychology – Aristotle University of Thessaloniki, MSc In Finance & Maritime Studies – Cyprus University of Technology, MSc In Art Psychotherapy – The Arts & Psychotherapy Center of Athens, MSc In Total Quality Management & Innovative Implementations of Education – Aristotle University of Thessaloniki, (Pgp) In Counseling Psychology – North College & University of London, Bachelor In Psychology – Aristotle University of Thessaloniki **Coordinator of Program of Study**
2. **Dr. Anestis Vasiliou**, PhD in Health Management (FREDERICK UNIVERSITY), MhD in Health Management (FREDERICK UNIVERSITY), Bachelor in General Nursing (Cyprus University of Technology), Diploma in Mental Health (Cyprus University of Technology), Diploma in General Nursing (Diploma in General Nursing)
3. An undergraduate or a student of the Department / Sector who is in the third year of study

Internal Quality Assurance Committee by Department is responsible for:

- Proportional application of the standards set out in Article 12 of the Quality Assurance and Accreditation of Higher Education Act and the establishment and operation of an Agency for related issues Laws and related Regulations, for the purpose of ensuring the internal quality of the Department / Sector.

- Assist the work of the College Internal Quality Assurance Committee to prepare the special self-assessment reports in relation to External Assessments relating to the Department / Sector and its curricula, in accordance with the standards laid down and published by the Agency.
- Analysis of internal strengths and weaknesses (SWOT analysis) in the institution / department and program as well as external factors that create opportunities and threats to achieve their goals. The evaluation of the Department / Sector or Program will focus, but will not be limited to, the following elements of the Foundation's / Department / Sector or curriculum:
 - a) (a) the effectiveness of the teaching project and the resources available for that purpose
 - b) (b) the programs and qualifications/titles in relation to the scientific and professional objectives of each program or institute
 - c) c) research work and its synergy with teaching
 - d) d) administration, student welfare and teaching support
 - e) e) sufficiency in the number and quality of academic and teaching staff

The analysis and the attached data will be promoted to the College Internal Quality Assurance Committee to facilitate its work and will be an integral part of the application for Institutional, Departmental and Programmatic Evaluation.

7. THE DEVELOPMENT & MANAGEMENT OF THE NEW PROGRAMS OF STUDY BY THE INTERNAL QUALITY COMMITTEE

1. Conduct a Feasibility Study for the new/proposed program of studies:

- Current Situation and Market Opportunities
- Model of Business
- Target Market - The Potential Students are
- The Market Competition
- The Competitive Advantage of CDA College
- Conduct primary or secondary research to identify and analyses the needs and feasibility and profitability of the new program
- Financial Analysis
- Employability Opportunities of the Graduates

2. Inform and educate all faculty staff about the importance of educational quality assurance, through:

- Meeting before the commencement of each academic semester
- Seminars during the semester
- Meetings before each External Accreditation

3. Development and application of internal policies and mechanisms for educational quality assurance:

- The preparation of the College's mechanisms for quality assurance
- 30 quality mechanisms applied during each semester

4. In collaboration with the Academic Committee to review, evaluate and recommend changes to the general curriculum structure of existing and new programs of studies and other educational policy issues.

5. In collaboration with the Staff Development Committee to select the necessary faculty staff holders of the appropriate academic qualifications.

- As per the educational law, at least the 70% of the teaching staff must hold PhD degree and the rest 30% may hold equivalent degree as per the program of study.
- Assign the Coordinator of the new program of study
- Selection of faculty staff for current and proposed programs of study
- The lecturers prepare the new course syllabuses and bibliography of their specialization.

6. In collaboration with the Resource Standing Committee to approve and allocate the additional resources as to have Adequate Resources for the proposed program of study.

- Number of teaching classrooms
- Library fully equipped with the relevant books, editions
- Computer Labs
- Any additional Labs & equipment according to the requirement of each program of study

7. Then the Internal Quality Assurance Committee & the General Director of the College will approve the new program and the College proceeds to the Development of the curriculum of the proposed new program of study

8. All the selected teaching members will prepare the course syllabuses of the new program. Then the IQAC will prepare the Application for Evaluation – Accreditation of the program of study.

9. The External Accreditation Committee visit the College to evaluate and suggest certain improvements. After the suggestions are materialized then the CY.Q.A. A approves the new program of study.

- After the successful approval/accreditation of the program
- The College proceeds to the promotion, publication and implementation of the program.

10. Publication of all the accredited College programs of study curriculum and other details through:

- Printed material
- Prospectus
- Web site
- Moodle electronic platform

8. THE MANAGEMENT OF THE CURRENT PROGRAMS OF STUDY BY THE INTERNAL QUALITY COMMITTEE

1. Inform and educate all faculty staff about the importance of educational quality assurance, through:
 - Meeting before the commencement of each academic semester
 - Seminars during the semester
 - Meetings before each External Accreditation
2. Development and application of internal policies and mechanisms for educational quality assurance:
 - The preparation of the College's mechanisms for quality assurance
 - 30 quality mechanisms applied during each semester
3. The Internal Quality Assurance in collaboration with the Academic Committee to review, evaluate and recommend changes to the general curriculum structure of existing and new programs of studies and other educational policy issues
4. Gather all the changes and/ or upgrades suggested by the faculty staff, students, and administrative staff and from the outcomes of the quality assurance mechanisms.
5. The analysis and the reports of the Departmental Internal Quality Assurance Committees will be communicated to the College Internal Quality Assurance Committee to facilitate its work and discuss their suggestions with the Internal Quality Committee and decide/ apply the solutions to the suggestions either to enrich the library with new editions, books, the labs with new equipment, employee new lecturers. Revise a specific curriculum, bibliography etc.
6. In collaboration with the Staff Development Committee to select (if needed to recruit new faculty staff) the necessary faculty staff holders of the appropriate academic qualifications.
 - As per the educational law, at least the 70% of the teaching staff must hold PhD degree and the rest 30% may hold equivalent degree as per the program of study.
 - Selection of faculty staff for current and proposed programs of study
7. In collaboration with the Resource Standing Committee to approve and allocate the additional resources as to have Adequate Resources for the proposed program of study:
 - Number teaching classrooms
 - Library fully equipped with the relevant books, editions
 - Computer Labs
 - Any additional Labs & equipment according to the requirement of each program of study
8. The analysis and the reports of Departmental Internal Committees will be communicated to the College Internal Quality Assurance Committee to facilitate its work.
9. Publication of all the accredited College programs of study curriculum and other details:

- Printed material
- Prospectus
- Web site, Moodle

10. Continuous observation and management of the curriculum of all the current accredited programs of studies.

9. The Academic Hierarchy and Committees at CDA College

C.D.A College has been operating and offers quality education in Cyprus for 47 years. C.D.A College offers 48 accredited programs of study. The college operates under the law of the Higher Tertiary Education of Cyprus and it has its own approved by the Ministry of Education Internal Regulations. The Academic Hierarchy and Committees at C.D.A College are shown below:

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: Dr. 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 Paphos 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

- the President or Vice President of the Department / Division
- a member of the Departmental / Sectoral academic staff, preferably experienced in quality assurance procedures
- 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. MBA Master in Business Administration and BA Bachelor in Business Administration

Dr. Nicos Rodosthenous - Nicosia
 Dr. Iosif Kafkalas - Limassol
 Dr. Amvrosios Prodromou - Pafos

3. BA Bachelor in Police Management

Christina Agathangelou - Nicosia - Limassol

4. BA Bachelors 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. BA Aesthetics

Andri Pattichi - Larnaca
Fani Xanthopoulou – Limassol
Chara Panagiotou - Nicosia
Andri Ioannou - Pafos

8. Master of Science of Stress Management and Wellness in Health Promotion

9. Higher Diploma in Hairdressing

Georgia Stylianou -Nicosia
Anthia Pisiara - Limassol
Irene Tziortzi – Larnaca
Evangelia Neophytou - Pafos

10. Diploma in Funeral Services

Dr. Georgios Mbosmalis – Pafos

11. Health Care Support Provider

Konstantinos Michail – Dr. Anestis Vasiliou

12. Certificate in Make-up & Nail Artist

Chara Panayiotou – Nicosia
Irene Tzortzi – Larnaca
Fani Xanthopoulou – Limassol
Evangelia Neofytou – Pafos

10. FACULTY STAFF

Faculty Selection - Recruitment

Procedure

The following steps are taken for the recruitment of a faculty member

1. The Director of Academic Affairs and faculty members of the discipline involved identify the need for additional faculty
2. The Director of Academic Affairs will examine the issue by studying relevant curriculum vitae of various applicants who have previously applied for the vacant position in question. If found necessary, the Director places an advertisement and invites more applicants to send their curriculum vitae
3. The Director of Academic Affairs invites those applicants he/she believes are the most appropriate to fulfill the vacant position in question based on the information described in their curriculum vitae
4. The Director of Academic Affairs will have a first interview with all selected applicants. The first interview aims to meet the applicant rather than examining in detail his/her suitability for the position in question
5. The Director of Academic Affairs arranges with successful applicants to attend a second meeting. The Director explains to the applicants that during the second meeting they need to prepare a presentation on an agreed subject. The Director and the applicant agree upon the date and time when the second meeting and presentation will take place
6. During the second meeting applicants make a presentation on the subject agreed. The Committee for Faculty Selection attends the presentation. Following the end of the presentation the Director of Academic Affairs interviews the applicant. The purpose of the second interview is to examine in detail the interviewee's suitability for the position in question
7. After all applicants have attended the second meeting the Committee for Faculty Selection meets in order to rank all applicants, considered to be appropriate, in terms of their suitability for the position in question. In addition, the Committee identifies any candidates inappropriate for the position. Such candidates are not included in the ranking of appropriate candidates and are, under no circumstances, make an offer
8. The Committee for Faculty Selection decides for the appropriate applicant and makes him/her an offer
9. Provided that the candidate accepts the Committee's offer, employment commences on the agreed date. In case the candidate does not accept the offer the Committee should make an offer to the next most suitable candidate. In case no successful candidate accepts the Committee's offer then the Director of Academic Affairs places an advertisement and invites more applicants to send their curriculum vitae and the procedure starts again.

Furthermore, a policy is already introduced and the Head of the Department will also be involved in the admission process.

Additionally, all the teaching staff are indirectly involved in the whole admission criteria and admission process through the meetings held by the College once every semester, where all faculty staff can introduce their suggestions on all issues towards the improvement of the College's

processes and policies to achieve higher educational standards. Nonetheless, among the teaching staff other duties, is to act as counsellors by advising students after their admission and registration.

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

Meetings

The Committee shall hold a meeting whenever the procedure for faculty selection is activated. A quorum shall consist of all the members of the Committee. A motion in order to become effective requires a simple majority vote of the members present.

The Director of Academic Affairs shall send notice of the time, place and agenda to every member of the Committee in advance of the meeting.

Meetings shall be held in closed sessions. A record of the agendas shall be kept in the office of the Director of Academic Affairs.

Faculty Recruitment

- By the HRM who is the Dep. General Director & the Staff Development Committee
- Advertisement on the media
- Screening of the CV applications
- Inviting for first Interview
- Prepare Short list of the candidates
- Inviting for 2nd interview in the presence of the Director and member of the Faculty
- Sometimes are asked to conduct a teaching before employment to review his/her knowledge, teaching methods and confidence.
- Employment contract
- Duties & Responsibilities
- Faculty Handbook
- Self-Study Report of the programme in question

11. FACULTY STAFF DUTIES AND RESPONSIBILITIES

1. To prepare and carry out lectures on the course assigned
2. Prepare and correct final examination papers
3. Act as invigilators during the final examinations
4. Attend College meetings
5. Prepare at least one research/article in their relevant area of expertise and try to publish it in a foreign journal/magazine and provide evidence of research activity at the end of each year.
6. Prepare/Suggest and amend the course syllabus after the instructions given by the head of the dept.
7. Prepare/Suggest and amend the course outline
8. Each professor is responsible for his/her course
9. Monitoring, reviewing, evaluation and enhancement of standards.
10. Place at the College Library the 3-4 best assignments of your students' of each semester.
11. Place the education and welfare of students as their primary concern
12. Maintaining courteous professional relationships with students, staff members and others
13. Support and enforce management policies and administrative regulations with regards to students
14. Participate actively and constructively in the life of the College community
15. Treat students with curtesy and consideration
16. Care and protect College property
17. Assist the Head of the Department's duties of academic coordination and development
18. Be prompt for class sessions and teach the material set in the course outline
19. Offer students' academic advice and professional guidance
20. Keep up with the developments in their areas of expertise
21. Assessment of students in a fair and consistent manner.
22. Directing any criticism of other staff members or of any department of the College toward the improvement of the College. Such constructive criticism is to be made directly to the Asst. Director of the College.
23. To assist the Head of the Dept. and the College activities such as meetings contributed to the improvement of the college's programmes, suggestions on syllabuses and outlines, comments on new books, improvement of teaching and development of the educational standard of the College as a whole.
24. Directing any criticism of other staff members or of any department of the College toward the improvement of the College. Such constructive criticism is to be made directly to the particular college administrator who has the administrative authority to improve the situation.

12. FACULTY STAFF INVOLVEMENT

The Faculty staff is actively involved in all College policies and strategies. The faculty staff is also involved in the College organization and administration.

- All faculty staff receive the College Faculty Handbook
- The faculty staff is aware of their academic status and whether they are a full-time or part-time faculty staff
- All academicians have a signed contract of employment specifying their salary and working duties and responsibilities.
- All lecturers are aware of their teaching period per programme per semester.
- All the staff is aware of the hours and the programmes they teaching
- They are all actively involved in the College issue either they perform other administrative work such as involvement in admission and enrolment of students,
- Promotion of the programs to the public through presentations.
- All faculty staff complete a Self-Evaluation Form each semester specifying their comments on every matter in the College and whether they are satisfied and happy with their employment, the College and management
- All faculty staff is aware of a detailed list of their duties and responsibilities which are also found in the Faculty Handbook.
- Besides their teaching duties at the College they are also involved in reshaping the college educational standards through:
 - Taking part in the faculty meetings
 - Suggestions on upgrading the course syllabus
 - Suggestions for enrichment of the College library with new editions
- Discussing all the developments at the College and its future vision
- Discussing/finding solutions to any problems/ discrepancies found during the semester
- Organizing events for the students, collaborating with the students' union
- Participating in publishing the College Research Journal once per year
- Encouraging students to write articles for the Students Newspaper once per year
- Suggestions of any new ideas, teaching methods and introduction of new technology
- Keeping the College Web site fully up-to-date with lectures notes
- Any other issue which will help the enhancement of the College educational standards.
- Counseling students on academic matters

13. FACULTY DEVELOPMENT

CDA College recognizes that faculty development is to its advantage, as well as to the advantage of its faculty. It is therefore ready to make commitments, financial and otherwise, in support of the objectives of the Faculty Research & Development Plan, which are as follows:

1. Organize special seminars tailored towards the improvement of teaching skills for old/new faculty;
2. Provide material and teaching aids to facilitate better classroom teaching;
3. Encourage faculty to attend appropriate local seminars and workshops.
4. Provide the faculty with the opportunity to continue to stay along with the developments in their area of expertise through actions such as the following:
5. Membership must be recommended by the Director of Academic Affairs and approved by the General Director. Attendance at local relevant conferences, seminars, lectures, symposia is encouraged and strongly recommended.
6. Reasonable time off will be provided. The College will subsidize all participation fees for any of the above including any travel, board and lodging expenses. Attendance must be recommended by the Director of Academic Affairs and approved by the General Director.
7. The College will contribute towards relevant expenses. Attendance must be recommended by the Director of Academic Affairs and approved by the General Director.
8. Provide the faculty with the opportunity to improve their academic qualifications through actions such as: Post-graduate degree (MBA) is offered for free in our College to faculty wishing to attend such programs.
9. To provide the faculty with the opportunity to engage in research and contribute to the advancement of knowledge in their areas of expertise through actions such as: Research contacted by faculty members will be recognized and will be taken into account at the time the teaching load is divided among faculty members. Research proposals must be submitted to the Director of Academic Affairs and the General Director for approval.
10. The College encourages and supports its faculty members to gain national and international recognition for excellence in their areas of expertise.
11. In support of the above, the College will cover all reasonable expenses related to travel and lodging (local and international) when the instructor is invited to deliver a paper which is the result of research done at CDA College.
12. Faculty members engaged in research supported by a research grant will call for fewer teaching hours than their colleagues so that they can devote time to research.
13. The College will make an effort to subscribe to educational material that is relevant to the basic areas of interest of its faculty.
14. The College will support faculty members who become active members of professional organizations and who present lectures of the latest developments in their field of study.
15. The College will continue to establish links with the business community and international educational institutions. In all these activities, and as appropriate, the College will make every effort to promote its faculty members and their capabilities.
16. The College will encourage faculty members' exchanges with other local or international educational institutions.
17. Official ERASMUS Charter since 2013.

14. THE ACCREDITED PROGRAMS OF STUDY OF CDA COLLEGE

1.	Business Administration (1.5 years, Full-Time or 2 Years, Part –Time, Master) ACCREDITED	Nicosia, Limassol	2
2.	Stress Management and Wellness in Health Promotion (1.5 years, Full-Time or 2 Years, Part-Time, Master of Science) ACCREDITED	Limassol	1
3.	Business Administration (4 Years, Bachelor of Arts) ACCREDITED	Nicosia, Limassol, Pafos	3
4.	Police Management (4 Years, Bachelor of Arts) ACCREDITED	Nicosia, Limassol	2
5.	Travel and Tourism Management (4 Years, Bachelor of Arts) ACCREDITED	Limassol, Larnaca & Pafos	3
6.	Aesthetics (4 Years, Bachelor of Arts) ACCREDITED	Nicosia, Limassol, Larnaca, Pafos	4
7.	Travel and Tourism Administration (2 Years, Diploma)	Limassol, Larnaca,	2
8.	Information and Communication Technology (2 Years, Diploma) ACCREDITED	Nicosia, Limassol	2
9.	Office Administration (3 Years, Higher Diploma) ACCREDITED	Nicosia, Limassol, Larnaca, Pafos	4
10.	Hairdressing (3 Years, Higher Diploma) ACCREDITED	Nicosia, Limassol, Larnaca, Pafos	4
11.	Executive Secretarial Studies (2 Years, Diploma) ACCREDITED	Nicosia, Limassol, Larnaca, Pafos	4
12.	Funeral Services (2 Years, Diploma) ACCREDITED - SUSPENDED	Pafos	1
13.	Secretarial Studies (1 Year, Certificate) ACCREDITED	Nicosia, Limassol, Larnaca, Pafos	4
14.	Health Care Support Provider (1 Year, Certificate) ACCREDITED	Nicosia	1
15.	Make up & Nail Artist (1 Year, Certificate) ACCREDITED	Nicosia, Limassol, Larnaca, Pafos	4
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15. MECHANISMS FOR MANAGEMENT OF THE PROGRAMS OF STUDY

Through the Outcomes of the Quality Standards & Indicators

The Internal Quality Assurance Committees in cooperation with the relevant Academic Committees of the College periodically meet, discuss and decide on the development, updating and reviewing of the programs of study taking into consideration the outcomes of the quality standards and indicators set by the CY.Q.A.A

1. EFFECTIVENESS OF TEACHING WORK – AVAILABLE RESOURCES	
1.1	Organization of teaching work
1.2	Teaching
1.3	Teaching Personnel

2. PROGRAM OF STUDY AND HIGHER EDUCATION QUALIFICATIONS	
2.1	Purpose and Objectives and learning outcomes of the Program of Study
2.2	Structure and Content of the Program of Study
2.3	Quality Assurance of the Program of Study
2.4	Management of the Program of Study
2.5	International Dimension of the Program of Study
2.6	Connection with the labor market and the society

3. RESEARCH WORK AND SYNERGIES WITH TEACHING	
3.1	Research - Teaching Synergies

4. ADMINISTRATION SERVICES, STUDENT WELFARE AND SUPPORT OF TEACHING WORK	
4.1	Administrative Mechanisms
4.2	Infrastructure / Support
4.3	Financial Resources

MECHANISMS FOR ENSURING THE QUALITY ASSURANCE OF THE PROGRAMS OF STUDIES AT CDA COLLEGE

CDA College Internal Quality Assurance Committee applies the following Internal Mechanisms for Evaluating and Reviewing the Quality of the Programme, the Student and Staff Satisfaction, and the Adequateness of these Mechanisms. The college has a detailed evaluation system to evaluate the quality of the program, and the student and staff satisfaction as follows:

1. Faculty Classroom Observation

2. Students' Faculty Evaluation Form
3. Faculty Self-Evaluation and Suggestions Report
4. Students' Faculty Evaluation Results
5. Student's Program Evaluation
6. Faculty Classroom Observation Results
7. Faculty Other Academic Matters Results
8. Faculty Overall Evaluation Results
9. One general meeting with all the faculty staff
10. Two meetings per semester with the heads and the lecturers of each departments and Students Union representatives
11. Internal Memos, Instructions and Guidelines for each program of studies
12. Students Final Assessment per Module
13. Examination and Invigilation Procedures
14. Instructions to Examination Candidates
15. Application of the ECTS System in all the programmes of study
16. Application of the ECTS Grading System
17. Assignments, Tests, Quizzes, Final Projects, Group Projects
18. Mid-Term and Final Examinations
19. Attendance Roster/ Detailed Records with all and material covered by each lecturer
20. Final Project (Thesis) Assessment Criteria
21. Internal Examiner
22. Faculty Staff Development
23. Faculty Staff Involvement
24. External Examiner
25. Student's Complaint and/or Suggestions Form
26. Student's Complain Management Procedures
27. Survey and Opinion Polls by current students and Alumni Opinion Polls.
28. Administrative Staff Self-Evaluation & Suggestions Report
29. Administrative Staff Evaluation Report
30. CDA College Committees for Monitoring the Educational Quality Assurance

Additionally, the faculty staff during the meetings they discuss the students' progression, students' attendance, any students' difficulties with the content of the module, students' behavior and assessment and they also raise their suggestions for the improvement of their module, admission or other administrative policies or the programme itself.

16. MONITORING ISSUES OF THE PROGRAMS OF STUDY

A. Administration Data

- 1. Title and level of programme of study**
- 2. CDA College, Nicosia, Limassol, Larnaca, Pafos**

B. Evaluation of Content of Programme

- 1. Aims, objectives and overall identity of programme**
- 2. Proposed Student intake**

3. **Admission Criteria and admissions process (comments on the involvement of the teaching staff in the admissions process)**
4. **Target audience (home and international students)**
5. **Structure of programme**
6. **Learning outcomes (overall programme, individual modules)**
7. **Practical-Industrial component (if applicable)**
8. **Project work (dissertations, group work, theses)**
9. **Implementation of ECTS requirements**
10. **Generic Skills and competencies that the programme aims to provide**
11. **Research-related aspects of programme**
12. **Overall suggestions for improving the identity, aims, content and target audience of the programme.**

C. Self-evaluation of Programme

1. **Internal mechanisms for evaluating the quality of the programme and the student and staff satisfaction, and the adequateness of these mechanisms**
2. **Internal procedures for reviewing the programme**

D. Relations of Programme with other Programmes of the College

1. **Comments regarding related programmes currently approved**

E. Impact of Programme

1. **Societal needs covered by the programme (perceived employability of its graduates at home and abroad).**
2. **Scientific impact of programme (locally and elsewhere)**

F. Learning Resources supporting the Programme

1. **Programme Coordinator (name, academic rank, specialization and its relevance to proposed programme, other commitments).**
- **Other teaching staff** Error! Bookmark not defined.
 - **Please comment on other commitments and overall research activity of the teaching staff including the percentage of: (a) visitors or part-time staff on the teaching staff of the programme and (b) teaching staff from other departments of the College**

- **Additional teaching staff required to fully support the programme**
- **Other learning resources**Error! Bookmark not defined.
- **Student support for covering foundational gaps (language problems, relevant background) and/or learning difficulties.**
- **Additional support to students with special needs**Error! Bookmark not defined.
- **Overall suggestions for improving the learning resources of the programme and the student support.** Error! Bookmark not defined.

G. Recommendations of the Internal Quality Assurance Committee

1. **Overall observations and recommendations pointing out weaknesses, strengths and actions taken for improving the quality of the program for improving the learning resources of the programme and the student support.** Error! Bookmark not defined.
2. **Overall observations and recommendations pointing out weaknesses, strengths and actions for improving the quality of the program.**