

Date: Date.

Higher Education Institution's Response

- **Higher Education Institution:**
Ledra College

- **Town:** Nicosia

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

In Greek:

Μηχανική Αυτοκινήτων

In English:

Automotive Mechanics

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

In Greek: Concentrations

In English: Concentrations

The present document has been prepared within the framework of the authority and competencies of the Cyprus Agency of Quality Assurance and Accreditation in Higher Education, according to the provisions of the “Quality Assurance and Accreditation of Higher Education and the Establishment and Operation of an Agency on Related Matters Laws” of 2015 to 2021 [L.136(I)/2015 – L.132(I)/2021].

A. Guidelines on content and structure of the report

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

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

Areas of improvement and recommendations by EEC	Actions Taken by the Institution	For official use Only
<p>The Committees which will perform the tasks in the evaluation process need to be clearly defined.</p>	<p>The College Committees are defined from the beginning. Each member knows in which Committee is taking part and what are their responsibilities and duties.</p> <p>In the evaluation process the Committees that were involved are the Internal Evaluation committee and the Strategic Planning committee. All members were informed about their tasks in the evaluation process.</p>	<p>Choose an item.</p>
<p>The Internal Evaluation Committee of Ledra College is made from staff in the Automotive Mechanics only.</p>	<p>The Internal Evaluation Committee of the College is composed of:</p> <ul style="list-style-type: none"> ▶ Principal ▶ Academic Director ▶ President of the College ▶ Administrative Director ▶ Quality Assurance Officer ▶ Faculty Representatives <p>The day of the evaluation the faculty representatives were from the Automotive Mechanics department as they were more relevant.</p>	<p>Choose an item.</p>
<p>The various Committees must be defined from the beginning and be fixed for a certain period.</p>	<p>The College committees are defined from the beginning and published at the beginning of the academic year and send to the Ministry as part of the prospectus. They are composed of faculty, management and students. They act as organizational mechanisms for accomplishing Ledra's objectives and advising the Principal and the Board of Directors on the diverse issues of the College.</p> <p>1. Academic Committee</p> <p>The Academic Committee is the decision-making body regarding academic affairs. The Committee is comprised of:</p> <ul style="list-style-type: none"> • Academic Director • Programs Coordinators • Faculty Members • Student Representative <p><u>The Committee's duties and responsibilities are:</u></p> <ul style="list-style-type: none"> • Considers structure, content and development of academic programs • Sets graduation requirements. • Advises on course requirements and instructional guidelines. • Assesses effectiveness and standards of teaching, academic programs and policies. • Monitors academic standards and application of criteria for advancement and graduation. 	<p>Choose an item.</p>

- Recommends or facilitates scholarly activity, research and community service.
- Considers the implications of agreements for academic cooperation with other institutions.
- Considers reports submitted by members or other academic officers or committees pertaining to academic policy or issues.

2. Administrative Committee

The Administrative Committee advises the principal on issues related to management and implementation of college administrative policies.

The Committee is comprised of:

- Principal
- Director of Administration
- International Relations Officer
- Accounts Officer
- Student Representative

The Committee's duties and responsibilities are:

- Manages the College's resources effectively and efficiently.
- Deals with any subject related to the orderly functioning of the College.
- Implements and monitors administration policy as approved by the Board of Directors.
- Considers reports submitted by members or other administrative officers or committees pertaining to administrative policy or issues.
- Develops, implements and monitors administration policy.
- Develops policies concerning development all human resources: faculty and administrative.
- Coordinates efforts to offer the best services, availability of facilities, equipment and materials.

3. Disciplinary Committee

The Disciplinary Committee conducts hearings for the students alleged to have committed breach of the regulations and is composed of the following:

- Principal
- Director of Administration
- Academic Director
- Program Faculty Representatives
- Student Representative

4. Library Committee

The Library Committee assesses and facilitates instructional, research, student and community needs. It advises on matters of general library policy. The Committee serves as a liaison group among faculty, students, community and the library.

The Committee is comprised of:

- Librarian (Chairperson)
- Academic Director
- Program Faculty Representatives
- Student Union Representative

The Committee's duties and responsibilities are:

- Provides advice to help library achieve its mission and realize its strategic plans.
- Represents teaching and research interests as they relate to the library.
- Promotes library role and enhances its effectiveness in the educational process.
- Advises and supports on collection, facility, service policies and hiring needs; new initiatives; and on most effective means to communicate with various constituencies.

5. Strategic Planning Committee

The Strategic Planning Committee is concerned with all issues related to the longer-term planning and development of the College.

The Committee is comprised of:

- ▶ Principal (Chairperson)
- ▶ Academic Director
- ▶ President of the College
- ▶ Administrative Director
- ▶ International Relations Officer

The Committee's duties and responsibilities are:

- Develops and advises on issues concerning the strategic planning process of the institution.
- Facilitates implementation of strategic planning for stability and development.
- Coordinates interdepartmental activities in accordance with the strategic plan.
- Reports to the Board of Directors.

6. Internal Quality Assurance Committees

The Internal Quality Assurance Committee is responsible to review and implement the quality assurance practices of the College.

The Committee is composed of:

- ▶ Principal
- ▶ Academic Director
- ▶ President of the College
- ▶ Administrative Director
- ▶ Quality Assurance Officer
- ▶ Faculty Representatives

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

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<p>Although courses are quite well described, in terms of Objectives, learning outcomes and contents, the Bibliography needs attention, as no standard system for citing bibliography is followed. Sometimes bibliography starts with the title, sometimes with one of the authors, sometimes it is written with capitals, etc. There are guidelines and systems for citations and they must be followed. It improves greatly the level of the presentation.</p>	<p>Following EEC comments regarding bibliography, we have updated all syllabi using Harvard reference style. Samples are attached for your reference (Annex 1).</p>	<p>Choose an item.</p>

3. Teaching staff
(ESG 1.5)

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<p>Visiting staff for special subjects could be a benefit to the Programme.</p>	<p>Ledra College has established very good and strong links and partnerships with the industry. Students will benefit from visits to organizations and companies as well as guest speakers in order to offer students the opportunity to meet passionate, committed and critical people and to learn from them in various ways. Guest lecturers provide an important educational experience for students in Ledra College based on their real-world life experiences. Students get to see the insight and perspective of the guest lecturers' specific field.</p>	<p>Choose an item.</p>

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

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The Chapter on Student Progression and Assignment Submission Forms is missing in the Quality Assurance manual.	Attached (Annex 2) shows the Individual or Group Assignment Submission form. Student progression is included in the Student Handbook. Attached (Annex 3) refers to the specific chapter.	Choose an item.
No sample of the Diploma is provided.	Attached (Annex 4) you may find the sample of the Diploma in Automotive Mechanics that students will get when they graduate.	Choose an item.

5. Learning resources and student support
(ESG 1.6)

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<p>Improve the book titles in the library, in terms of recent trends in the Automotive Industry.</p>	<p>In addition to our current bibliography, the College has improved the book titles in the library with the below books in the Automotive Industry:</p> <p>Automotive Technology: Principles, Diagnosis, and Service</p> <p>Publisher: Pearson; 5th edition (6 Feb. 2015) Language: English Hardcover: 1664 pages ISBN-10: 0133994619 ISBN-13: 978-0133994612</p> <p>Automotive Electrical and Electronics</p> <p>Publisher: Khanna Publishing; First edition (1 September 2018) Language: English Paperback: 308 pages ISBN-10: 9382609695 ISBN-13: 978-9382609698</p> <p>AUTOMOTIVE ELECTRICAL AND ELECTRONIC SYSTEMS</p> <p>ASIN: B08523LK7J Publisher: Nirali Prakashan; First edition (31 December 2019)</p> <p>Electric and Hybrid Vehicles, Second Edition</p> <p>Publisher: Khanna Publishing (1 January 2022) Language: English Paperback: 212 pages ISBN-10: 8195123155 ISBN-13: 978-8195123155</p> <p>Modern Electric, Hybrid Electric, and Fuel Cell Vehicles</p> <p>Publisher: CRC Press; Third edition (1 January 2019) Language: English ISBN-10: 0367137461 ISBN-13: 978-0367137465</p> <p>Automobile Mechanics</p> <p>Publisher: Khanna Book Publishing; 1st edition (1 January 2018) Language: English Paperback: 499 pages</p>	<p>Choose an item.</p>

ISBN-10: 9386173018
ISBN-13: 978-9386173010

Advanced Automotive Fault Diagnosis: Automotive Technology: Vehicle Maintenance and Repair

Publisher: Taylor & Francis; 5. edition (23 Sept. 2020)

Language: English

Paperback: 418 pages

ISBN-10: 0367330520

ISBN-13: 978-0367330521

Automotive Handbook

Publisher: Wiley; 11. edition (26 April 2022)

Language: English

Hardcover: 2048 pages

ISBN-10: 1119911907

ISBN-13: 978-1119911906

6. Additional for doctoral programmes

(ALL ESG)

Not applicable

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7. Eligibility (Joint programme)

(ALL ESG)

Not applicable

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B. Conclusions and final remarks

Conclusions and final remarks by EEC	Actions Taken by the Institution	For official use Only
The program fully meets the requirements for granting the 2 years diploma of Automotive Mechanics	We thank the EEC for their positive feedback.	Choose an item.

C. Higher Education Institution academic representatives

<i>Name</i>	<i>Position</i>	<i>Signature</i>
Antonis Tillirides	Program Coordinator	
Stavros Metochis	Lecturer	
Georgia Mouzoura	Academic Director	
George Kakouris	Principal	
Theofrastos Mantadelis	Quality Assurance	

Date: 02.12.2022