

Distance Learning Questionnaire

(To be completed and signed by the Head of the Department or the Programme Director or the Registrar)

Please note that consideration of the recognition of the programme listed below can not be completed until this questionnaire is returned completed in full

Institution:

Home country:

Host country:
(if different from
home country)

Programme title:

Higher Education system
under which the institution
and the programme is
accredited

A. STRUCTURE OF THE PROGRAMME

1. The programme is also offered in the traditional mode

 Yes No Full-time Part-time

If Yes, then what are the main differences of the programme offered by Distance Learning with respect to the traditional mode of delivery.

Details:

2. The number of academic staff engaged in the distance programme (full time equivalent)

a) The staff teaching on this programme are members of the academic staff of your institution

 Yes No

b) The staff teaching on this programme are external staff employed by your institution

 Yes No

c) The staff teaching on this programme are employed by

If the staff teaching on this programme are employed by an outside source please give details

Details:

d) The percentage of staff teaching on this programme that hold a PhD degree:

%

3. Number of students enrolled on the Distance Learning programme during the current academic year and percentage of Cypriot students.

Details:

4. What is the duration of the programme (Full-time academic years or ECTS credits) for regular students and the duration of the programme offered through Distance Learning?

Details:

5. Describe the entry requirements both for the traditional and the distance-learning programmes

Details:

6. (i) What are the requirements for the students to successfully complete the programme?
(ii) What are the main differences (if any) from the traditional programme?

Details:

B. DELIVERY OF THE PROGRAMME - INFRASTRUCTURE

1. Describe in relevant detail the infrastructure for supporting the distance-learning delivery of the programme and specify the learning material used for distance learning.

Details:

2. Specify in relevant detail the means for the distance-learning delivery of the programme (e.g. use of e-learning tools, access to libraries, student-staff interaction, feedback to students, etc).

Details:

3. How often does the student need to visit your institution and for how long?

Details:

4. Use of local tutors (answer only if applicable)

- | | | |
|---|------------------------------|-----------------------------|
| a) The local tutors are members of the academic staff of your institution | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b) The local tutors are external staff employed by your institution | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| c) The local tutors are employed by others
If Yes, then give details | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Details:

d) The percentage of the local tutors that hold a PhD degree: %

e) Clarify the role of the local tutors (e.g. guidance, lectures, student assessment, project supervision, etc)

Details:

f) Full time equivalent of local tutors:

g) The percentage of the total number of teaching staff who are local tutors. %

If possible give the names and time allocation of the local tutors

Details:

5. The programme is offered collaboratively with an Educational Institution in Cyprus Yes No

If Yes, give the name of the local Institution and explain the nature of the collaborative agreement
(A copy of the official agreement document must be attached)

Name:

City:

Role of Educational Institution in Cyprus (tick what is applicable)

a) Joint delivery of the programme

b) Joint award of the degree

c) Administrative support

d) Infrastructure support

e) Academic support

(if any of (a)-(e) apply, please elaborate)

Details:

f) Examination
(if Yes, explain and specify clearly whether unseen written examinations are required)

Details:

g) Invigilation
(if Yes, explain)

Details:

h) other

Details:

6. Are there any local agents involved in the promotion/delivery of the programme? Yes No
If Yes, specify and submit copies of formal agreements

Name:

City:

Nature of collaborative agreement with local agent in Cyprus (tick what is applicable)

a) Administrative support

b) Infrastructure support

c) Academic support
(if Yes, explain)

Details:

d) Examination
(if Yes, explain)

Details:

e) Invigilation
(if Yes, explain)

Details:

f) other

Details:

C. STUDENT ASSESSMENT

1. Method of assessment of programme modules (tick what is applicable)

a) Oral examination

b) Written unseen examination

c) Projects

d) Other

Details:

In the case of written examinations, explain whether they are mid-semester or final and to what extent they contribute towards the overall assessment of the student (see also point 3 below).

Details:

2. The examinations are taking place

a) In Cyprus

 Yes No

City:

Under the responsibility of which body:

b) At home Institution

 Yes No

3. In case of written examinations

a) The examinations are "closed-book" examinations

 Yes No

b) The scripts are marked by the staff of the home institution

c) The scripts are marked by your local staff in Cyprus

d) The scripts are marked by staff from a collaborating institution in Cyprus

e) The scripts are marked by others

Details:

4. The written examinations are invigilated by

a) Staff of the home institution

b) Staff indirectly related to the home institution

c) Staff provided by the collaborating institution in Cyprus

5. Project work (give details about the conducting of projects, e.g. selection of topic, supervision and assessment)

Details:

6. In the case of PhD programmes, please specify which is the synthesis/composition of the board for the viva of the thesis.

Details:

Please note that the Council will ask the student for proofs related to the above (specimens of course papers, reports, thesis).

In addition, the Council will appreciate the submission of any other material relevant to the programme offered.

Thank you for completing this questionnaire

Name:

Position:

Date:

signature: