

# BRITISH ACCREDITATION COUNCIL INSPECTION REPORT

## College Re-accreditation Inspection

**NAME OF INSTITUTION:** Girne American University Canterbury

**ADDRESS:** 9 St. George's Place  
Canterbury  
CT1 1UT

**HEAD OF INSTITUTION:** Mr Kerem Sahin

**DATE OF INSPECTION:** 12 & 14 November 2018

**ACCREDITATION STATUS AT INSPECTION:** Accredited

### DECISION ON ACCREDITATION:

- Re-accreditation awarded for the full four-year period
- Probation accreditation
- Decision on accreditation deferred
- Award of accreditation to be withdrawn

DATE: 31 January 2019

## **PART A – INTRODUCTION**

### **1. Background to the institution**

Girne American University Canterbury (GAUC/the Institution) is the United Kingdom (UK) campus for the Girne American University in Cyprus (GAU Cyprus). GAU Cyprus is a privately-owned university in Northern Cyprus, which has been in operation since 1985.

The UK campus' registered name is Girne American University Limited and is a private limited company, which was registered on the 29 June 2007. Ownership of both GAUC and GAU Cyprus changed in November 2017. The owners of GAUC have oversight regarding its premises and their development although academic oversight is retained by GAU Cyprus. The owners of GAUC also provide and run student accommodation and facilities at GAU Cyprus. In addition to its campuses in Kyrenia, Cyprus and Canterbury, UK, GAU Cyprus has campuses in Chisinau in Moldova, Istanbul, Washington DC, Hong Kong and Colombo in Sri Lanka. BAC accreditation applies to GAUC only.

GAUC offers English Foundation, Business Management and Architecture courses under the GAU Cyprus Study Abroad programme, which enables students enrolled on GAU Cyprus degree programmes to study degree modules at an overseas campus. Some students choose to return to GAUC for a second period of study.

The aim of GAUC is to increase access to the flexible American model of higher education within a multicultural learning environment in the UK.

GAUC's premises were purchased in 2007 and teaching began in September 2009. The premises for GAUC are in the centre of the city and consist of one two-storey building and two adjacent properties, which will be developed as student accommodation with an anticipated completion time of summer 2019.

### **2. Brief description of the current provision**

GAUC offers degree level English Foundation, Business Management and Architecture courses under the GAU Cyprus Study Abroad programme. Tuition is face-to-face.

Students attending the courses at GAUC are funded by GAU Cyprus. Students attending GAU Cyprus degree courses can choose to study part of their degree in the UK.

GAUC is presently developing the English Language Academy Programme (ELA) which will offer courses in General English, Business and Professional English, examination preparation, one-to-one and online English courses. GAUC anticipates that courses will start in 2019. The ELA provision will be separate to that being offered by GAUC at the present time and it has not been included in this inspection.

At the time of the inspection, there were ten students attending GAUC on a full-time basis. All the students were over the age of 18 and the majority were male. Nine were from Turkey and one came from Qatar. Two students were attending the English Foundation course, four students the Business Management course and four students the Architecture course.

### 3. Inspection process

The inspection was completed over a two day period by one inspector. Meetings were held members of the staff, including the Chief Executive Officer, the Provost/Academic Dean and the Head of English. Observations of teaching on the English Foundation and Architecture courses were completed and a meeting with students on the Architecture course was held. A tour of the premises was also completed. A comprehensive range of documentation was readily available at the time of the inspection. All members of the management and academic teams were extremely co-operative during the inspection.

### 4. Inspection History

<b>Inspection Type</b>	<b>Date</b>
Full Accreditation	19-20 April 2010
Interim	11 January 2011
Spot Check	14 April 2011
Supplementary	11 July 2011
Re-accreditation	28-29 May 2014
Interim	29 June 2016

## PART B - JUDGMENT AND EVIDENCE

The following judgments and comments are based upon evidence seen by the inspector(s) during the inspection and from documentation provided by the institution.

### INSPECTION AREA - MANAGEMENT, STAFFING AND ADMINISTRATION

#### 1. The institution is effectively managed

- |     |  |   |                             |
|-----|--|---|-----------------------------|
| 1.1 | The management structure is clearly defined, documented and understood, including the role and extent of authority of any owners, trustees or governing body.                    | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 1.2 | The head of the institution and other senior managers are suitably qualified and experienced, understand their specific responsibilities and are effective in carrying them out. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 1.3 | There are clear channels of communication between the management and staff.  | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

This standard is judged to be:

Met  Partially Met  Not Met

#### Comments

A clear, up-to-date organisational chart was seen at the time of the inspection.

The head of the Institution and other senior managers are well qualified and experienced. Clearly defined roles and responsibilities are provided for each job within the Institution.

GAUC retains a small team of staff and the communication between them is efficient and effective. Any issues, which may arise in the day-to-day running of the Institution, are resolved in a timely manner. Management meetings are held on a fortnightly basis and administration meetings are held monthly All meetings are documented.

The owner of GAUC meets with the management and administration team on a monthly basis and these meetings are documented electronically.

#### 2. The administration of the institution is effective

- |     |  |   |                             |
|-----|--|---|-----------------------------|
| 2.1 | Administrators are suitably qualified or experienced and understand their specific responsibilities and duties.  | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2.2 | The size of the administrative team is sufficient to ensure the effective day-to-day running of the institution. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2.3 | The administrative support available to the management is clearly defined, documented and understood.            | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2.4 | Policies, procedures and systems are well documented and effectively disseminated across the institution.        | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2.5 | Data collection and collation systems are effective.   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

This standard is judged to be:

Met  Partially Met  Not Met

#### Comments

The Head of Business Administration has been in post for five years and is well established and effective in the position. The administration team has increased in number recently in preparation for the launch of the ELA and its members have clearly allocated roles and responsibilities which are fully documented.

The size of the administration is effective for the day-to-day running of the Institution. The responsibilities of the administrative staff are clearly documented and understood by members of the management team.

The GAUC's staff handbook contains information about the Institution's comprehensive range of policies, procedures and systems and these are effectively disseminated to all members of staff.

Data collection and collation systems are effective. Student information is stored securely online, together with information on attendance, assignment completion and any tutorials which are held. Information on each student is shared with GAU Cyprus to be added to the student's academic record. The Institution ensures that General Data Protection Regulations (GDPR) are followed and students are fully informed of the policy by the Institution during enrolment and induction.

### 3. The institution employs appropriate managerial and administrative staff

- |     |  |   |                             |
|-----|--|---|-----------------------------|
| 3.1 | There are appropriate policies and effective procedures for the recruitment and continuing employment of suitably qualified and experienced staff. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3.2 | Experience and qualifications claimed are verified before employment.  | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3.3 | There is an effective system for regularly reviewing the performance of staff.   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

This standard is judged to be:

Met  Partially Met  Not Met

#### Comments

GAUC has appropriate policies and procedures in place for the recruitment and continuing employment of staff. Most of the staff at GAUC have been employed for a number of years. However, GAUC has recently recruited the Head of English through placing an advertisement with an employment agency specialising in recruiting teaching staff.

The Institution verifies staff experience and qualifications prior to confirmation of their employment.

There is an effective system for an annual review of the performance of staff. The Institution's objectives are transformed into targets and form the basis for the key aspects of work for individual members of staff. Prior to undergoing an appraisal, staff review their performance and then decide upon targets and their training needs for the year ahead. These are then agreed with their appraiser. Appraisals are fully documented and retained on the staff members' file.

### 4. Publicity material, both printed and electronic, gives a comprehensive, up-to-date and accurate description of the institution and its curriculum

- |     |   |   |                             |
|-----|---|---|-----------------------------|
| 4.1 | Text and images provide an accurate depiction of the institution's location, premises, facilities and the range and nature of resources and services offered. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4.2 | Information on the courses available is comprehensive, accurate and up-to-date.   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

This standard is judged to be:

Met  Partially Met  Not Met

#### Comments

The text and images on the GAU Cyprus website provide a link to GAUC's webpage with an accurate depiction of its location, premises, facilities and the range of resources and services offered by GAUC in relation to the Study Abroad programme.

Course fees for the Study Abroad programme are not provided on GAUC's webpage as the course fees form part of those paid by students to GAU Cyprus for their degrees. GAU Cyprus uses these fees to fund the students' studies at GAUC.

<b>5.</b>	<b>The institution takes reasonable care to recruit and enrol suitable students for its courses</b>		
5.1	Entry requirements for each course are set at an appropriate level and clearly stated in the course descriptions seen by prospective students.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
5.2	A formal application process ensures that students meet the entry requirements and any claimed qualifications are verified.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
5.3	Students are properly briefed on the nature and requirements of the courses for which they apply, and all application enquiries responded to promptly and appropriately.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
5.4	Any overseas recruitment agents are properly selected, briefed, monitored and evaluated.	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input checked="" type="checkbox"/> NA
5.5	Students receive a proper initial assessment which includes language ability to confirm their capability to complete the courses on which they are enrolling.	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input checked="" type="checkbox"/> NA

**This standard is judged to be:**  Met  Partially Met  Not Met

**Comments**

Students on the Study Abroad programme at GAUC are enrolled on degree programmes at GAU Cyprus. The campus in Cyprus promotes the Study Abroad option and students go to the personal advisor in their faculty to apply to study in the UK. The application is then sent to the Provost/Academic Dean who checks the availability of teachers, hours and facilities, after which the student is informed if they can study at GAUC. A formal course approval process is completed between GAU Cyprus, GAUC and the student prior to their arrival in the UK.

Students are provided with detailed information about their chosen course of study in the UK, which matches that which they would have undertaken in Cyprus. Enquiries between the different campuses are responded to quickly.

Students are not required to take an initial assessment to join the Study Abroad programme as they are already enrolled on degree programmes at GAU Cyprus.

<b>6.</b>	<b>There is an appropriate policy on student attendance and effective procedures and systems to enforce it</b>		
6.1	There is an appropriate, clear and published policy on student attendance and punctuality.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
6.2	Accurate and secure records of attendance and punctuality at each session are kept for all students, collated centrally and reviewed at least weekly.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
6.3	Student absences are followed up promptly and appropriate action taken.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

**This standard is judged to be:**  Met  Partially Met  Not Met

**Comments**

There is a clear policy on attendance and punctuality in the student handbook, which students receive at induction.

Accurate and secure records of attendance and punctuality are kept by the Institution. These are collated and regularly reviewed by members of the academic staff and the information gained from the data is used to inform the future development of the programme of studies.

A designated Attendance Officer contacts the student if there is an unexplained absence and a meeting takes place with the student to identify the reason for their absence and what they will do to avoid absences in future. All these meetings are documented.

<b>7.</b>	<b>The institution regularly obtains and records feedback from students and other stakeholders and takes appropriate action where necessary</b>		
7.1	The institution has effective mechanisms for obtaining feedback from students and other stakeholders (such as staff, partner institutions and employers) on all aspects of the institution's provision, including formal student representation where appropriate.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

7.2	Feedback is obtained, recorded and analysed on a regular basis.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
7.3	The feedback is reviewed by management and action is taken where necessary.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
7.4	There is a mechanism for reporting on the institution's response to the feedback to the student body.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**This standard is judged to be:**  Met  Partially Met  Not Met

**Comments**

Written feedback is obtained from students on a regular basis, at the beginning, midpoint and end of each course. The Academic Dean also takes ongoing verbal and written feedback from members of the academic team.

Feedback is reviewed and information is shared between members of the small management team very quickly, through meetings. Any issues which may arise are handled by the management team in a timely manner, with students fully informed about the actions which are being taken to resolve the situation, for example, the students had asked for more self-study time during course hours. In response to this, students have been allocated one and a half hours self-study time every Friday afternoon.

**8. The institution has effective systems to review its own standards and assess its own performance with a view to continuing improvement**

8.1	There are effective systems for monitoring and periodically reviewing all aspects of the institution's performance.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
8.2	Reports are compiled at least annually which present the results of the institution's reviews and incorporate action plans. Reports include analysis of year-on-year results on student satisfaction, retention, achievement, examination results and completion rates.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
8.3	Action plans are implemented and regularly reviewed, with outcomes reported to the management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**This standard is judged to be:**  Met  Partially Met  Not Met

**Comments**

GAUC has clear policies in place with regard to performance management and quality assurance. The Institution's quality assurance framework and enhancement strategy include detailed information about the Annual Examination Board, which is held to monitor and compare student achievement.

The Institution completes an annual review of teaching, learning and assessment, which identifies key and recurring issues linked to the quality of the learning experience, student development and achievement. Information is gathered from external examiners, academic and management staff and students through a comprehensive internal review process which is thorough and well established. Best practice is identified during the review and replicated across the Institution's programme of studies.

The administration and academic team meet on a monthly basis. The meetings are fully documented and appropriate action points are allocated to members of the team. The development of the ELA is the main focus of team meetings at the present time.

**INSPECTION AREA – TEACHING, LEARNING AND ASSESSMENT**

**9. Academic management is effective**

9.1	There is a suitably qualified and experienced academic manager or academic management team with responsibility for teaching, learning and assessment.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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9.2	Classes are timetabled and rooms allocated appropriately for the courses offered.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
9.3	The allocation of teachers to classes provides for a consistent learning experience.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
9.4	There is an appropriate policy and effective procedures for the acquisition of academic resources.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

**This standard is judged to be:**

Met     Partially Met     Not Met

**Comments**

Members of the academic team are suitably qualified and experienced in the subjects in which they teach, for example, Architecture, Business studies and English language.

Classrooms are allocated appropriately for the courses GAUC offers. The timetable for each week is displayed in the classrooms and students are able to easily locate relevant information about their course.

Teachers inform the Academic Dean about their resource requirements. The Dean ensures that a full range of resources are provided for both staff and students. Both staff and students have access to the extensive online library provided by GAU Cyprus.

**10. The courses are planned and delivered in ways that enable students to succeed**

10.1	Courses are designed and delivered in ways that allow students to develop the knowledge and skills which will be required for final examinations or assessments.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
10.2	Lessons and assessments maintain an appropriate focus on any assessment objectives or statement of learning outcomes established by the awarding body.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
10.3	Formative assessments appropriately reflect the nature and standards of summative examinations.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
10.4	Students are encouraged and enabled to develop independent learning skills.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
10.5	Any required coursework and revision periods are scheduled in advance.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
10.6	The academic backgrounds and particular needs of students are taken into account in the classroom delivery of the course.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

**This standard is judged to be:**

Met     Partially Met     Not Met

**Comments**

The courses at GAUC are well designed and meet the requirements of the students' degree programmes at GAU Cyprus. The courses and their content are run in parallel. Students complete assessments at GAUC and a record of the outcomes of the assessments are sent to the Register Office at GAU Cyprus to be added to the students' records. The Academic Dean at GAUC has access to the GAU Cyprus database. Students' work is kept in a secure area at GAUC for five years after completion.

A continuous dialogue is maintained between the Academic Dean at GAUC and the staff at GAU Cyprus and this supports an effective professional partnership which ensures that students develop the skills required to meet the requirements of their degrees.

Students undergo formative assessments during their courses and these prepare them for comprehensive summative assessments. Business course assessments take place in January and June each year, while the English Foundation course holds a summative assessment annually in June.

During an interview with the inspector, students on the Architecture course confirmed that they felt they were fully prepared for the formative assessments they undergo in the UK and that they develop skills that will help them when



they return to GAU Cyprus. They also felt that the student to teacher ratio was much better at GAUC, four students to one teacher in a class compared to 60 to 70 students in a class at GAU Cyprus. Inspection findings confirm these views.

**11. Teachers are suitable for the courses to which they are allocated and effective in delivering them**

11.1	Teachers are appropriately qualified and experienced.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
11.2	Teachers have a level of subject knowledge, pedagogic and communicative skill which allows them to deliver the content of courses effectively.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
11.3	The appraisal procedures for teaching staff incorporate regular classroom observation.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
11.4	Teachers are supported in their continuing professional development and enabled to develop further pedagogic techniques to enhance the learning of students.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
11.5	Teachers respond to different learning needs of students where appropriate, taking various learning styles into account in their planning and delivery of lessons.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
11.6	Teachers employ effective strategies to involve all students in active participation and to check their understanding of concepts and course content.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

**This standard is judged to be:**

Met     Partially Met     Not Met

**Comments**

The teachers at GAUC are appropriately qualified and experienced in the subject areas in which they teach. GAUC's courses are well planned. Lesson plans include a variety of appropriate teaching strategies, which will ensure students fulfil the requirements of their programme of studies.

Regular classroom observations are undertaken, with new teachers being observed after the first two months of teaching. GAUC requires teachers to undergo a three-month probationary period. Undertaking the observations after the first month would allow the Institution to pick up on any areas of improvement sooner and provide the necessary feedback and support.

Teaching staff are supported in their ongoing professional development. They are asked to give the management team information about the training they would like to have. A review of their needs is then completed and training is arranged accordingly.

Lesson planning clearly shows that the teachers are aware of the students' differing language levels and strategies are put in place to respond to the students' needs.

In a minority of lessons, teaching is overly teacher-centred. During the inspector's observation of one lesson, students were encouraged to demonstrate their learning in discussion with the teacher and their peers. However, other teaching observed was very teacher-centred and students were given little opportunity to actively participate in the lesson. Clear timings are not given on all lesson plans, which may also have an adverse impact on the timekeeping in lessons.

**12. The institution provides students and teachers with access to appropriate resources and materials for study**

**This standard is judged to be:**

Met     Partially Met     Not Met

**Comments**

Students are provided with wireless internet and are, therefore, able to access appropriate resources and materials linked to their studies on the degree programme at GAU Cyprus.

A library of English as a Foreign Language course materials is maintained. This is accessible to all teaching staff.

Students are encouraged to enrol with the local library and they have access to an extensive range of resources in the libraries at Canterbury Christchurch University.

**13. Students receive appropriate assessment and feedback on their performance and progress, which are effectively monitored**

13.1	Courses are planned to include a schedule of assessments, the procedures and criteria for which are available in writing and in advance to students and teachers.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
13.2	Assessment outcomes are monitored to enable the identification of students who are not making satisfactory progress and prompt intervention where appropriate.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
13.3	Students are made aware of how their progress relates to their targeted level of achievement.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
13.3	Students are made aware of how their progress relates to their targeted level of achievement.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
13.4	The institution takes appropriate steps to identify and discourage cheating and other misdemeanours, and to penalise offenders.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
13.5	Additional support or advice on alternative courses is provided to students who are judged not to be making sufficient progress to succeed.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
13.6	Oral and written feedback is given to individual students on a regular basis, tailored to meet their specific needs and constructive in its nature and delivery.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
13.7	Students have appropriate access outside class time to teachers or personal tutors for academic support.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

**This standard is judged to be:**

Met     Partially Met     Not Met

**Comments**

Courses are planned to meet the requirements of the students' degree programmes with GAU Cyprus. Planning includes information about all scheduled assessments and students and teachers are fully informed about the assessment requirements of their courses.

If a student is not making the appropriate level of progress on their chosen course, the Academic Dean meets with the student and makes a decision on the level of support required.

During their meeting with the inspector, students confirmed that they were kept fully informed about the progress they were making on the course. They also stated that they had found the programme offered by GAUC to be very good.

There is a clear detailed policy on plagiarism and copyright rules contained in GAUC's student handbook, together with possible outcomes if infringements are made. The student handbook also contains detailed information of GAUC's appeals procedure.

Oral and written feedback is given on a regular basis. Written feedback is given on assignments and this identifies areas of progress and makes suggestions for further development.

Students have access to their teachers outside class time through e-mail.

**14. The institution offers courses leading to accredited awards granted by recognised awarding bodies wherever appropriate**

- 14.1 For courses leading to the award of a UK degree, the institution has a formal agreement with a recognised UK degree-awarding body.  Yes  No  NA
- 14.2 For courses leading to other UK awards, the awarding body is recognised by the relevant regulator.  Yes  No  NA
- 14.3 For courses leading to the award of an overseas degree, the institution has a formal partnership agreement with the overseas degree-awarding body, which is itself accredited by a recognised national agency.  Yes  No  NA

**This standard is judged to be:**

Met  Partially Met  Not Met  NA

**Comments**

GAUC has a formal partnership agreement with GAU Cyprus for five years from 29 November 2018. GAU Cyprus designs and approves degree programme specifications in accordance with the Turkish Higher Education Council (YOK). Course specifications and outlines are also amended to comply with the UK Quality Assurance Agency (QAA) precepts. GAU Cyprus is also a member of the National Recognition Information Centre for the UK (NARIC).

**15. There is a clear rationale for courses leading to unaccredited or internal awards**

- 15.1 There is a clear statement of the level claimed relative to the RQF and evidence that students who receive the award meet the stated requirements for that level.  Yes  No  NA
- 15.2 There is evidence of the extent to which the awards are accepted for the purposes of employment or further study.  Yes  No  NA
- 15.3 External moderators are involved in the assessment process where appropriate.  Yes  No  NA

**This standard is judged to be:**

Met  Partially Met  Not Met  NA

**Comments**

An external examiner validates the English Foundation, Architecture and Business courses offered through GAUC's Study Abroad programme to ensure that they meet the requirements of GAU Cyprus' degree programme.

**16. There are satisfactory procedures for the administration of examinations and other means of assessment**

- 16.1 The institution complies with the requirements of the relevant awarding bodies in terms of examination security and administration.  Yes  No  NA
- 16.2 For internal awards, there are effective systems in place for examination security and administration, and clear procedures for students to appeal against their marks.  Yes  No  NA

**This standard is judged to be:**

Met  Partially Met  Not Met  NA

**Comments**

GAUC complies with the requirements of GAU Cyprus for the administration of assessments on the Study Abroad programme. GAUC prepares the final examinations for the students attending its courses, while ensuring that they respond to the course content the students need to study on their degree programmes.

Students' assessed work is kept securely on-site for five years after completion. There is a clear appeals policy in GAUC's student handbook.

**17. There is appropriate provision of advice for students intending to proceed to employment or higher/further education**

- 17.1 Students have access to advice from an appropriate staff member on further study and career opportunities.  Yes  No
- 17.2 If the institution offers courses preparing students for higher education, they have access to prospectuses and to advice from a designated staff member both on selecting courses and institutions and on the application process.  Yes  No  NA

**This standard is judged to be:**  Met  Partially Met  Not Met

**Comments**

Students receive advice on study and career opportunities from their personal advisor at GAU Cyprus. Additional support is available from the academic team at GAUC.

**INSPECTION AREA – STUDENT WELFARE**

**18. Students receive pastoral support appropriate to their age, background and circumstances**

- 18.1 There is at least one named staff member responsible for student welfare who is suitably trained, accessible to all students and available to provide advice and counselling.  Yes  No
- 18.2 Students receive appropriate advice before arrival.  Yes  No
- 18.3 Students receive an appropriate induction and relevant information upon arrival.  Yes  No
- 18.4 Students are issued with a contact number for out-of-hours and emergency support.  Yes  No
- 18.5 The institution has policies in place to avoid discrimination and a published procedure for dealing with any abusive behaviour.  Yes  No
- 18.6 Effective safeguarding arrangements are in place and are regularly reviewed to keep all students safe.  Yes  No  NA
- 18.7 Effective arrangements are in place to protect students from the risks associated with radicalisation and extremism.  Yes  No

**This standard is judged to be:**  Met  Partially Met  Not Met

**Comments**

Students receive detailed information about their studies in the UK while they are attending GAU Cyprus. Detailed information is also available in Turkish on the GAU Cyprus website. Upon arrival in the UK, students also receive additional information on each of their courses and a comprehensive student handbook.

During the induction, students meet members of staff and are given a tour of the premises. They are provided with a welcome pack including information about Canterbury, their course information, health and safety information and GAUC's academic policies and regulations.

Students are given the name and contact number of the student welfare officer for out-of-hours and emergency support.

GAUC has an appropriate policy to protect its students from the risks associated with radicalisation and extremism. Staff have undergone training to enable them to make appropriate arrangements to protect students from the risks associated with radicalisation and extremism.

**19. International students are provided with specific advice and assistance**

- |      |   |   |                             |
|------|---|---|-----------------------------|
| 19.1 | International students receive appropriate advice before their arrival on travelling to and staying in the UK.      | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 19.2 | International students receive an appropriate induction upon arrival covering issues specific to the local area.    | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 19.3 | Information and advice specific to international students continues to be available throughout the course of study. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 19.4 | Provision of support takes into account cultural and religious considerations.                                      | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

**This standard is judged to be:** Met  Partially Met  Not Met  NA**Comments**

Prior to their arrival, students attending GAU Cyprus receive useful information and are supported by the International Office in Cyprus. They also receive a welcome e-mail from GAUC giving information about the accommodation they have chosen, the available facilities and the local area. Extensive information about living in the UK and studying in Canterbury, is provided on GAUC's webpage.

**20. The fair treatment of students is ensured**

- |      |   |   |  |
|------|---|---|--|
| 20.1 | Students apply for and are enrolled on courses under fair and transparent contractual terms and conditions.           | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| 20.2 | Students have access to a fair complaints procedure of which they are informed in writing at the start of the course. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| 20.3 | Students are advised of BAC's own complaints procedure.   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |

**This standard is judged to be:** Met  Partially Met  Not Met**Comments**

20.1 This key indicator is not applicable as the students attending GAUC are all enrolled on degree programmes at GAU Cyprus.

Students have access to a fair complaints procedure which is detailed in the student handbook. The handbook also contains a link to BAC's complaints policy.

**21. Where residential accommodation is offered, it is fit for purpose, well maintained and appropriately Supervised**

- |      |  |                              |   |
|------|--|------------------------------|---|
| 21.1 | Any residential accommodation is clean, safe and of a standard which is adequate to the needs of students.                                       | <input type="checkbox"/> Yes | <input type="checkbox"/> No                             |
| 21.2 | Any residential accommodation is open to inspection by the appropriate authorities, including Ofsted where students under 18 are accommodated.   | <input type="checkbox"/> Yes | <input type="checkbox"/> No <input type="checkbox"/> NA |
| 21.3 | Clear rules and fire, health and safety procedures are in place, with appropriate precautions taken for security of students and their property. | <input type="checkbox"/> Yes | <input type="checkbox"/> No                             |
| 21.4 | A level of supervision is provided appropriate to the needs of students.   | <input type="checkbox"/> Yes | <input type="checkbox"/> No                             |
| 21.5 | Separate accommodation blocks are provided for students under 18.  | <input type="checkbox"/> Yes | <input type="checkbox"/> No <input type="checkbox"/> NA |

**This standard is judged to be:** Met  Partially Met  Not Met  NA**Comments**

**22. Where home-stay accommodation is organised, the welfare of students is ensured and the institution's relationship with hosts is properly managed**

- |      |  |                              |                             |
|------|--|------------------------------|-----------------------------|
| 22.1 | Due care is taken in selecting home-stay accommodation which both provides a safe and comfortable living environment for students and is appropriately located for travel to the institution and back. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 22.2 | Any home-stay accommodation is inspected before students are placed and is subject to regular re-inspection by a responsible representative or agent of the institution.                               | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 22.3 | The institution has appropriate contracts in place with any hosts, clearly setting out the rules, terms and conditions of the provision.   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 22.4 | Appropriate advice and support is given to both hosts and students before and during the placement.  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 22.5 | Clear monitoring procedures are in place with opportunities for student feedback and prompt action taken in the event of problems.   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

**This standard is judged to be:**  Met  Partially Met  Not Met  NA

**Comments**

**23. The institution provides an appropriate social programme for students and information on leisure activities in the area**

- |      |  |   |  |
|------|--|---|--|
| 23.1 | Students are provided with appropriate information on opportunities for participation at events and other leisure activities which may be of interest. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No  |
| 23.2 | The social programme is responsive to the needs and wishes of students.  | <input type="checkbox"/> Yes            | <input type="checkbox"/> No <input checked="" type="checkbox"/> NA |
| 23.3 | Any activities within the social programme have been chosen with consideration for their affordability by the majority of students.                    | <input type="checkbox"/> Yes            | <input type="checkbox"/> No <input checked="" type="checkbox"/> NA |
| 23.4 | Any activities organised by the institution are supervised by a responsible representative with suitable qualifications and experience.                | <input type="checkbox"/> Yes            | <input type="checkbox"/> No <input checked="" type="checkbox"/> NA |

**This standard is judged to be:**  Met  Partially Met  Not Met  NA

**Comments**

There is a notice board on the ground floor of the building that contains information about local leisure events which may be of interest to the students.

During an interview with the inspector, students stated that there was no fixed programme of events. However, they confirmed that they had visited various locations of interest such as Dover Castle during their studies. Events were organised by the Student Welfare Officer through e-mail and a social media application.

## INSPECTION AREA – PREMISES AND FACILITIES

### 24. The institution has secure possession of and access to its premises

24.1 The institution has secure tenure on its premises.  Yes  No  NA

24.2 Where required, the institution has access to suitable external premises for academic or non-academic purposes of a temporary or occasional nature.  Yes  No  NA

**This standard is judged to be:**  Met  Partially Met  Not Met

#### Comments

Girne American University Limited owns the building in Canterbury. It also owns two properties to the rear of the building which it plans to refurbish as student accommodation. GAUC will also build a new cafeteria within its premises, which will also be open to the public.

### 25. The premises provide a safe, secure and clean environment for students and staff

25.1 Access to the premises is appropriately restricted and secured.  Yes  No

25.2 The premises are maintained in an adequate state of repair, decoration and cleanliness.  Yes  No

25.3 There are specific safety rules in areas of particular hazard (e.g. science laboratories), made readily available to students, staff and visitors.  Yes  No  NA

25.4 General guidance on health and safety is made available to students, staff and visitors.  Yes  No

25.5 There is adequate signage inside and outside of the premises and notice boards for the display of general information.  Yes  No

25.6 There is adequate circulation space for the number of students and staff accommodated, and a suitable area in which to receive visitors.  Yes  No

25.7 There are toilet facilities of an appropriate number and level of cleanliness.  Yes  No

25.8 There is adequate heating and ventilation in all rooms.  Yes  No

**This standard is judged to be:**  Met  Partially Met  Not Met

#### Comments

Access to GAUC is appropriately secured. Students, staff and visitors enter through a locked entrance. All visitors to GAUC are required to sign a visitor's book.

The premises are generally maintained in an adequate state of repair, decoration and cleanliness. However, some rooms are presently undergoing refurbishment due to water damage to the ceilings of some of its classrooms.

General advice on health and safety is available to students, staff and visitors.

GAUC is clearly identified from external signage, and notice boards on the ground floor of the building display a wide range of general information.

There are male and female toilets on each floor, all are clean and well maintained. All the rooms are adequately ventilated and heated.

**26. Classrooms and other learning areas are appropriate for the courses offered**

- |      |  |   |                             |
|------|--|---|-----------------------------|
| 26.1 | Classrooms and other learning areas provide adequate accommodation in size and number for the classes allocated to them.   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 26.2 | Classrooms and/or any specialised learning areas (e.g. laboratories, workshops, studios) are equipped to a level which allows for the effective delivery of each course. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 26.3 | There are facilities suitable for conducting the assessments required on each course.  | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

**This standard is judged to be:** Met     Partially Met     Not Met**Comments**

GAUC offers a comprehensive range of suitable learning accommodation for its students. The first floor has two classrooms, one seating 10 and the other 15 and a multipurpose room with Information Technology (IT) facilities seating 20. There is a computer room seating 10 on the second floor.

On the ground floor, there is a large conference hall seating 100. The ground floor also contains three smaller classrooms seating 12 each.

**27. There are appropriate additional facilities for students and staff**

- |      |   |   |   |
|------|---|---|---|
| 27.1 | Students have access to sufficient space and suitable facilities for private study, including library and IT resources.   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No                             |
| 27.2 | Teaching staff have access to sufficient personal space for preparing lessons, marking work and relaxation.   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No                             |
| 27.3 | Students and staff have access to space and facilities suitable for relaxation and the consumption of food and drink where appropriate.                             | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No <input type="checkbox"/> NA |
| 27.4 | Students and staff have access to storage for personal possessions where appropriate.   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No <input type="checkbox"/> NA |
| 27.5 | There are individual offices or rooms in which academic staff and senior management can hold private meetings and a room of sufficient size to hold staff meetings. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No                             |
| 27.6 | Administrative offices are adequate in size and resources for the effective administration of the institution.  | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No                             |

**This standard is judged to be:** Met     Partially Met     Not Met**Comments**

The academic staff have access to separate offices where they can store their resources and equipment. They also have access to a number of suitable rooms for private meetings or tutorials.

There is a cafeteria area seating 30, which can be used by students under staff supervision, with access to an external enclosed patio area.

Students have access to secure lockers for their personal belongings.

GAUC offers good meeting and office accommodation for its staff. The second floor of the building contains a boardroom seating 16 people, a second boardroom seating 12 and there is additional office space on this and other floors. The administrative offices are of an adequate size and contain sufficient resources for the effective administration of the Institution.

**COMPLIANCE WITH STATUTORY REQUIREMENTS**

Declaration of compliance has been signed and dated

 Yes     No



## PART C - SUMMARY OF STRENGTHS AND ACTION POINTS

*Numbering of action points aligns with that of the minimum standards*

### MANAGEMENT, STAFFING AND ADMINISTRATION

#### Institution's Strengths

There is a small, well established management team. Communication between the staff at GAUC is efficient and effective with matters arising resolved in a timely manner.

The management team hold regular meetings to ensure that all members of staff are fully informed about the progress of students, courses and future development plans for the Institution.

GAUC has a comprehensive range of policies and procedures, which are disseminated to staff and students at the Institution.

GAUC maintains a close link with GAU Cyprus, ensuring that the provision offered at GAUC is closely aligned to that of the degree programmes offered at GAU Cyprus.

Actions Required	Priority H/M/L
None	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low

### TEACHING, LEARNING AND ASSESSMENT

#### Institution's Strengths

GAUC's teachers have a wide range of expertise and experience in their subject areas. This knowledge informs the courses on which they teach ensuring that content is relevant and up-to-date.

The academic team is well established and the Academic Dean maintains a constant dialogue with staff at GAU Cyprus to ensure that the courses offered at GAUC meet the requirements of the students' degree programmes.

The courses are comprehensively described, with clear outcomes and assessment criteria provided for the students prior to and at enrolment.

Actions Required	Priority H/M/L
None	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low

### STUDENT WELFARE

#### Institution's Strengths

GAUC supports its students well during their studies in the UK. A member of staff is accessible to students at all times.

Detailed information is provided to the students before they enrol on courses, which is also available in Turkish. Students also receive a thorough induction on the first day of their courses to ensure that they are well informed about the requirements of their study in the UK.

Actions Required	Priority H/M/L
None	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low

## PREMISES AND FACILITIES

### Institution's Strengths

GAUC's premises are extensive and offer a wide range of accommodation to suit different class sizes.

Under its proposed development scheme, GAUC will be able to offer student accommodation linked to its main premises, thereby providing its students with easy accessibility to the Institution and the centre of Canterbury. In addition, the creation of a new cafeteria on-site will allow students to take advantage of subsidised catering during their studies.

Actions Required	Priority H/M/L
None	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low

## RECOMMENDED AREAS FOR IMPROVEMENT

To be reviewed at the next inspection

It is recommended that a probationary observation should be completed when new teachers have been teaching for one month.

It is recommended that strategies to involve learners in active participation in all classes are employed.

It is recommended that timings for different stages in a lesson should be shown on the lesson plan to ensure that content is completed in a timely manner.

## COMPLIANCE WITH STATUTORY REQUIREMENTS

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