

# UNIFIED LAWS TO REGULATE THE ESTABLISHMENT, CONTROL AND OPERATION OF INSTITUTIONS OF TERTIARY EDUCATION

Laws 67(I) of 1996 up to 193(I) of 2002

67(I) of 1996  
15(I) of 1997  
67(I) of 1997  
10(I) of 1999  
193(I) of 2002

The House of Representatives enacts as follows:

1. These laws shall be cited as the Institutions of Tertiary Education Laws from 1996 to 2002.
2. In these Laws ---

Short title.

Interpretation.

## PART I -- INTRODUCTORY PROVISIONS

"academic year" means the period commencing on the 1st of September and expiring on the 31st of August;

"public institution" means the institution for which the Republic is responsible for matters of administration, operation, and maintenance;

"owner" means a person, natural or legal, to whom the ownership of the institution belongs;

"private institution" means a non-public institution, which is not regulated by a specific law;

"state – member" means State, member of the European Union;

"Record of Educationally Evaluated - Accredited Programmes of Study of Private Institutions of Tertiary Education" means the Record kept in accordance to section 60;

"Record of Private Institutions of Tertiary Education" means the Record kept in accordance to section 19(3);

"Visiting Team of Evaluation - Accreditation" means the Visiting Team of Evaluation - Accreditation of Programmes of Study of Private Institutions of Tertiary Education appointed in accordance to section 50,

"Advisory Committee" means the Advisory Committee of Tertiary Education establishment in accordance to section 3;

"council of a public institution" means the council appointed in accordance to section 6;

"Council of Educational Evaluation - Accreditation" means the council

appointed in accordance to section 32;

"council of private school" means the council appointed in accordance to section 28;

"institution of tertiary education" or "institution" means an educational institution in which the persons admitted are only those who have graduated from a six-year school of secondary education or who possess another equivalent qualification and in which the programmes of study have at least one academic year of full attendance or, in the case of part-time attendance, a duration equivalent to a full academic year and lead to academic or professional qualifications higher than those awarded by the schools of secondary education;

"Minister" means the Minister of Education and Culture.

## **PART II --ADVISORY COMMITTEE**

**3.--(1)** There shall be established in the Ministry of Education and Culture an Advisory Committee on Tertiary Education composed of-

Advisory  
Committee  
of Tertiary  
Education.

- (a) the Permanent Secretary of the Ministry of Education and Culture, as Chairman;
- (b) the Permanent Secretary of the Ministry of Finance or his representative;
- (c) two members of the academic staff of the University of Cyprus appointed upon the recommendation of the Minister after consultation with the Senate of the University;
- (d) three persons appointed upon the recommendation of the Minister after consultation with the employers' associations;
- (e) two persons appointed upon the recommendation of the Minister after consultation with the trade unions;
- (f) two persons appointed upon the recommendation of the Minister, after consultation with the teachers' associations of the public and private institutions of tertiary education;
- (g) one person appointed upon the recommendation of the Minister after consultation with the owners of the registered private institutions;
- (h) two persons appointed upon the recommendation of the Minister after consultation with the students' associations of the public and registered private institutions of tertiary education;
- (i) one person appointed upon the recommendation of the Minister

after consultation with the parents' associations of students of secondary and tertiary education;

- (j) Two persons, with academic credentials, who are appointed according to merit on the ground of their special knowledge and capabilities in the field of tertiary education. These persons should have no direct or indirect benefits from private institutions of tertiary education or to participate in any board or committee of such institutions;
  - (2) The members of the Advisory Committee shall be appointed by the Council of Ministers for a three-year term.
  - (3) Whenever a position is vacated for reasons other than those mentioned in subsection (4) the Council of Ministers may fill the position for the rest of the term of the Advisory Committee in accordance to the procedure prescribed by this Law.
  - (4) The Council of Ministers may, for reasonable cause, terminate the appointment of any member of the Advisory Committee or declare his position vacant and then fill this position in accordance to the procedure prescribed by this Law.
  - (5) The Advisory Committee may set up any sub-committees composed of its members.
  - (6) The Advisory Committee shall regulate the procedure for its own operation as well as the procedure for the operation of any of its sub-committees.
  - (7) The Director of Higher and Tertiary Education or his representative, who shall be the Secretary of the Advisory Committee and of any of its sub-committees, provides for the keeping of the minutes and performs any duties conferred upon him by the Advisory Committee.
  - (8) The Director of Higher and Tertiary Education or his representative shall be entitled to be present at the meetings of the Advisory Committee and of any of its sub-committees and participate in the discussion on every subject discussed in these meetings, without the right to vote.
- 4.--(1)** The Advisory Committee shall advise the Minister on any matter concerning tertiary education.
- (2) Without prejudice to the generality of subsection (1), the Advisory Committee shall-
- (a) advise the Minister on matters concerning the establishment of

Functions of  
the Advisory  
Committee.

public and private institutions;

- (b) advise the Minister on the registration of new programmes of study;
- (c) advise the Minister on the educational policy concerning tertiary education;
- (d) make recommendations on any subject which may be referred to it by the Minister;
- (e) exercise any other authority conferred upon it by this Law.

### **PART III- PUBLIC INSTITUTIONS**

**5.--(1)** A public institution may only be established and operate in the Republic in accordance to the provisions of a specific law for this matter.

Establishment  
of a public  
institution.

- (2) Whenever the establishment of a public institution is under consideration, the Council of Ministers shall refer the subject to a special committee appointed by it for the preparation of a feasibility study and for the submission of recommendations.

The special committee shall be composed of one representative of:

- (a) the Ministry of Education and Culture;
- (b) the Ministry of Finance;
- (c) the University of Cyprus;
- (d) the public institutions of tertiary education of Cyprus;
- (e) the private institutions of tertiary education of Cyprus which have educationally evaluated - accredited programmes of study; and
- (f) the Ministry or Ministries responsible for the professions for which the school, that is under consideration, will provide education.

- (3) The special committee shall be bound to prepare the feasibility study and to submit its recommendations within the deadline set each time and in accordance with its terms of reference.
- (4) The feasibility study and the recommendations of the special committee shall be submitted to the Minister who shall refer them to the Advisory Committee for its views and recommendations.
- (5) When the Advisory Committee submits its views and recommendations to the Minister, the Minister shall submit the feasibility study and the recommendations of the special committee, the relevant views and observations of the Advisory Committee as well as his own and any other information or particulars he deems necessary, to the Council of Ministers for

reaching a decision thereupon.

**6.--** (1) In every public institution there shall be appointed, by the Council of Ministers, a council composed of

Council of a public Institution.

- (a) one representative of the Ministry of Finance, of the Ministry of Education and Culture and of the Planning Bureau;
- (b) one up to three representatives of the Ministries or public corporate bodies related to the work or profession the students of the institution are being trained for;
- (c) two up to five persons from the private sector related to the work or profession the students of the institution are being trained for;
- (d) two representatives of the teaching staff of the institution;
- (e) one representative of the student associations of the institution;
- (f) two persons with special knowledge and capabilities on matters concerning tertiary education.

(2) The Director of each public institution shall be entitled to be present at the meetings of the council of the institution and participate in the discussion on every subject discussed in such meetings.

(3) The council of each public institution shall advise the director of the school on every matter concerning the operation of the institution and specifically on the educational programmes and specializations of the institution, on the budget of the institution and on any other matter referred to it by the director of the institution.

**7.--** (1) The council of each public institution shall have an internal rule, approved by the Minister, to regulate, subject to the provisions of this Law and the Regulations made thereunder, matters relating to-

Internal rule of public institutions.

- (a) the functions of the council;
- (b) the internal operation of the institution;
- (c) the registration, examination, evaluation, promotion, graduation and discipline of the students;
- (d) the work of the institution;
- (e) the degrees and certificates of studies;
- (f) the organization and operation of teachers' association; and
- (g) the establishment of the committees provided for in subsection (2).

(2) The internal rule of each public institution may provide for the establishment and operation of any committee, but shall be bound to provide for the establishment and operation of-

- (a) an academic committee;
- (b) an administrative committee; and
- (c) a disciplinary committee.

- (3) (a) The academic committee shall deal with every subject related to the academic levels and the criteria of promotion and graduation of the students.
- (b) The administrative committee shall deal with every subject related to the proper operation of the institution.
- (c) The disciplinary committee shall deal with every subject related to discipline in the institution.
- 8--** The director and the teaching staff of the public institution belong to the public service of the Republic and shall serve in accordance to the terms of the relevant schemes of service. Director and teaching staff of the public institutions.
- 9--** Each public institution shall publish a prospectus which must contain all the particulars concerning the programmes of study offered by the institution, the amount and the way of payment of the tuition fees and any other particulars and information prescribed by the Minister in each case. Prospectus of public Institutions.
- 10--** The number of students in each public institution shall be determined by a decision of the Council of Ministers, upon the recommendation of the Minister, submitted to the Council of Ministers after he has taken into account the remarks and views of the council of the institution. Number of students in public institutions
- 11--** Each public institution is bound to keep a student record, a record of certificates of studies, a student record by programme and year of study, a general record and a record of the teaching staff. Records of public institutions
- 12.--**(1) The programmes of study of each public institution shall be determined by the Council of Ministers upon the recommendation of the Minister. Programmes of study of public institutions.
- (2) The recommendation referred to in subsection (1), shall be submitted by the Minister after consultation with the council of the institution and the Advisory Committee.
- 13.--**(1) The curricula and schedules of classes of the programmes of study of each public institution shall be determined by the Minister upon the recommendation of the council of the institution. Curricula and schedules of classes of public Institutions.
- (2) No public school may itself award degrees of foreign educational institutions or allow, by any means, to foreign educational institutions the possibility to award their own degrees in the Republic.

#### **PART IV -- PRIVATE INSTITUTIONS**

**14.--**(1) No private institution may be established and operate in the Republic, unless it functions in accordance to the provisions of this Law.

Establishment and operation

(2) No private institution may be established and operate in the Republic by--

of a private institution.

(a) a person not being either a citizen of the Republic or a citizen of a State - member;

(b) a person convicted of an offence of moral turpitude or involving dishonesty;

(c) a member of the public service of the Republic, or of the public educational service of the Republic, or a public corporate body;

(d) a person in the service of a foreign government or organization;

(e) a private company in which a person, who belongs in any of the categories mentioned in paragraphs (a), (b), (c) or (d) of this section is a shareholder or a member of the administration.

(3) No private institution may by itself award degrees of foreign educational institutions or allow, by any means, to foreign educational institutions the possibility to award their own degrees in the Republic.

**15.--**(1) At least one year before the establishment and operation of a private institution the owner must submit to the Minister a declaration, in accordance to the form prescribed by the Minister, and accompanied by the prescribed fee for the perusal of the declaration, concerning the proposed establishment and operation of the institution, containing the following:

(a) name, surname and occupation of the owner or owners and in the case of a corporate body the name and location thereof and the names of its shareholders and directors;

(b) name and location of the institution;

(c) description of the institution's premises and equipment, certificate of a final approval and license of use of the premises as an institution;

(d) programmes of study of the institution and concerning each programme of study-

(i) a declaration whether it considers the programme of study academic or professional;

(ii) the schedule of classes and curriculum of the programme of study;

(iii) the duration of studies;

- (iv) the admission requirements for students to the programme of study;
  - (v) the language of instruction;
  - (vi) the way of evaluation, promotion and graduation of the students;
  - (vii) the teacher-student ratio;
  - (viii) the amount of tuition fees, enrolment and other fees and any scholarships which may be offered;
  - (ix) the type of certificate of studies which will be offered;
- (e) names, qualifications and the terms of service of the proposed director and the proposed teaching staff of the institution;
- (f) a draft of the internal rule regarding the operation of the institution;
- (g) a development plan for the first three years after the beginning of the operation of the institution;
- (h) a brief description of the financial sources of the institution;
- (i) any other particulars the Minister may prescribe.

(2) The Ministry of Education and Culture shall be bound to reply, within three months, whether it approves or not the registration of the institution, provided that the institution has submitted the particulars mentioned in subsection (1) of this section.

(3) For the establishment of a branch of a private institution a separate declaration must be submitted which shall include the particulars provided by subsection (1) of this section.

**16.--** (1) The director of each private institution must possess an accredited diploma or a university degree or other appropriate qualification depending on the type of the institution. In case he teaches as well the requested qualifications are the same as for the teaching staff, referred to in subsections (2) and (3) below.

Teaching staff  
of a private  
institution.

(2) The teaching staff of each private institution, by a percentage not smaller than 70%, must possess an academic degree one level higher than the level of the programme it teaches. The remaining 30% may possess an equivalent degree or a relevant professional qualification.

(3) In addition to the qualifications provided for in subsection (2), the teaching staff in a postgraduate programme of study must have publications of scientific articles and books.

(4) The teaching staff of each programme of study shall include persons who possess a doctorate degree awarded by



an accredited university:

Provided that in programmes of study this is not academically possible to apply, the Minister may exempt programmes of study.

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| <p><b>17--</b> The classrooms of the private institutions, as well as their laboratories and equipment must fulfil the conditions prescribed by Regulations, depending on the type of the private institution.</p>  | <p>Classrooms, Laboratories and equipment of private institutions.</p>    |
| <p><b>18--</b> No private institution may be established and operate in the Republic unless its owner satisfies the Minister that there shall be adequate financial means to cover the costs of its operation.</p>  | <p>Financial viability of a private institution</p>                       |
| <p><b>19.--</b> (1) Whenever a declaration for the establishment and operation of a private institution is submitted, the Minister shall refer the declaration to the Advisory Committee, along with any other particulars and information he shall deem necessary for the submission of a relevant recommendation.</p> | <p>Procedure of establishment and operation of a private institution.</p> |
- (2) Before submitting its recommendation, the Advisory Committee may ask the owner of the institution or any other person to provide any particulars, information or clarifications, which it may deem necessary, relating to the proposed establishment and operation of the private institution.
- (3) Upon the submission of the recommendation of the Advisory Committee the Minister shall, if satisfied that the declaration complies with the provisions of this Law, enter the name, after the payment of the prescribed by Regulations registration fee, in the Register of Private Institutions of Tertiary Education kept in the Ministry of Education and Culture for this purpose and issue to the owner a certificate of such entry, in the prescribed by the competent authority form.
- (4) Upon the issue of the certificate referred to in subsection (3), the private institution shall be deemed to have been established and the presentation of the certificate shall be proof, prima facie, of its establishment.
- (5) No private institution shall operate before the issue of the certificate referred to in subsection (3).
- (6) The notification for the entry of a private institution in the Register shall be published in the Official Gazette of the Republic.
- (7) A registered institution, which is not operating for one academic year shall be deleted from the Register of Private Institutions of Tertiary Education. For the re-entry of the institution, the procedures provided by the laws and Regulations concerning private institutions of tertiary education, which are in force at each time, shall be

followed.

**20--** (1) Every person who has a complaint regarding the refusal of the Minister to enter a private institution in the Register may, within 30 days from the date the decision has been communicated to him, submit a hierarchical recourse to the Council of Ministers.

Hierarchical recourse

(2) Whenever a hierarchical recourse is submitted by virtue of subsection (1), the Council of Ministers shall consider the matter as if the declaration and report of the Advisory Committee were submitted to the Council of Ministers and if satisfied that legal requirements are met, it shall instruct the Minister to proceed to the entry of the private institution in the Register and the issue of a certificate.

**21--** Every private institution must have a name which shall

Name of private institutions

(a) not be misleading as to the level and the programmes of study offered;

(b) be clearly distinguished from the names of other private or public institutions; and

(c) not contain the words "University" or "Polytechnic" as part of it, unless the Minister, in agreement with the opinion of the Advisory Committee and after having taken into consideration the qualifications of the teaching staff, the classrooms, the premises, the laboratories and equipment of the institution, the procedures for admission, evaluation, promotion and graduation of the students, the schedule of classes, the curriculum and the duration of studies, shall be satisfied that the level and quality of instruction offered is of a university or polytechnic level, as it shall be enacted by law or regulations.

**22--** The Council of Ministers, upon the relevant recommendations of the Minister, may order the removal of any private institution from the Register of Private Institutions of Tertiary Education and the cancellation of the certificate of registration and operation, if it is found, upon inspection or upon educational evaluation or upon investigation and proof of relevant complaints or upon condemnatory decisions of the court against any private institution of tertiary education, that

Deletion of a private institution from the Register.

(a) any conditions required under this Law for the establishment and operation of the private institution have ceased to exist; or

(b) the operation of the institution is prejudicial to public morals, public safety or public health; or

(c) systematic contraventions of the provisions of this Law or of the Regulations made thereunder, take place.

**23--**(1) The owner of a private institution who wishes to effect any alteration concerning the particulars referred to in section 15(1), shall submit to the Minister for this purpose, by the end of the November which precedes the commencement of the academic year during which the alteration will take effect, a declaration containing all the necessary particulars; particularly, for the entry of new programmes of study the declaration shall be submitted in accordance with the form of declaration prescribed by the Minister.

Alteration of particulars of a private Institution.

(2) The Ministry of Education and Culture shall be bound to answer, within seventy five days the latest, whether it approves or not the alteration of the particulars, provided that the institution has submitted the particulars required by this Law.

(3) When a declaration is submitted by virtue of section (1), if it concerns the registration of a new programme of study the procedure provided by section 19 shall be followed mutatis mutandis. If it concerns alterations of any of the particulars, the Director of Higher and Tertiary Education, depending on the alteration requested, submits relevant recommendation to the Minister for approval or forwards the declaration to the Advisory Committee for the formation of a relevant recommendation to the Minister.

**24--**(1) The form, name and content of the qualifications awarded by each private institution must be approved by the Minister and must not be misleading as to the level of the studies offered by the institutions.

Qualifications of private institutions.

(2) The courses attended by each student of a private institution as well as the duration of the studies and the student's progress must be stated on the transcript/diploma supplement issued to him.

**25--**(1) The owner of each private institution shall be bound to publish an annual prospectus which shall state-

Prospectus of private institutions.

(a) the programmes of study available and whether these programmes are educationally evaluated - accredited or not;

(b) adequate information concerning each programme of study offered, (admission requirements, graduation requirements, goals, duration of studies, subjects to be taught, content of each subject, weekly instruction periods, duration of an instruction period, language of instruction and qualification awarded upon the successful completion of studies);

- (c) detailed information about scholarships (number, amount, duration, selection criteria);
- (d) calendar of the academic year;
- (e) the surname and the academic or other qualifications of the director and of the members of the teaching staff, the rank, specialization or specializations in which each one is teaching and any other duties they may have;
- (f) the amount of tuition fees, registration fees and any other financial burdens that may be incurred on the students annually and the method of their payment;
- (g) the name, location, branches that the institution may have and the person who is responsible by law for the institution and the branches;
- (h) the composition of the council of the institution;
- (i) the committees established by the institution and the composition of each one of them;
- (j) statements for the buildings and the equipment of the institution, as well as information about the premises and the accommodations of the institution (offices of administrative and teaching staff, classrooms, laboratories, recreation and sports facilities);
- (k) statements for the library of the institution, its staff, its structure and function, its equipment, its content and other relevant information;
- (l) the rights and obligations of the students;
- (m) statements for the submission and the date of approval of the prospectus;
- (n) any other information prescribed by the Minister.

(2) The Prospectus of each private institution must be submitted to the Minister for approval before its publication and not later than the 15<sup>th</sup> March. The Ministry of Education and Culture must answer whether the prospectus is approved or not, until the 15<sup>th</sup> April at the latest. It is understood that if within 30 days from the submission of the prospectus, the Minister does not approve or reject it by a decision communicated to the owner of the institution, the prospectus shall be considered as having been approved.

(3) The approved prospectus must be published by the end of May.

Two copies must be sent to the Minister no later than the 15<sup>th</sup> June.

**A.-(1)** The owner of each private institution submits to the Minister the amount of tuition fees and other financial burdens for every student, at least three months before the beginning of the academic year, for approval.

Tuition fees.

(2) Any increase in the tuition fees and any other burdens must be approved by the Minister:

It is hereby understood that no increase in the tuition fees and other burdens can be imposed before the lapse of two years from the last such increase.

**26.--** A private institution may offer short courses that their duration is no longer than three months, provided that the lessons being taught in these courses will be part of a registered programme of study that the school offers. The school may, upon the completion of a short course, issue only a certificate of attendance.

**Short courses**

**27.--** (1) The owner or the director of a private institution shall be obliged to keep, in accordance to the form prescribed by the Minister:

**Records of private Institutions.**

- (a) students' Registration record;
- (b) record of enrolments by programme and year of study;
- (c) record of the teaching staff;
- (d) record of the certificates of studies;
- (e) record of general reports;
- (f) any other particulars that are deemed necessary by the Minister.

(2) In case of termination of the operation of a private institution for any reason, the owner shall be bound to deliver the records to the Minister.

**28.--**(1) In each private institution there shall be a council, in which the owner of the institution, the members of the teaching staff and the students of the institution shall be represented.

**Council of a private Institution.**

(2) Subject to the provisions of subsection (1), the composition of the Council of each private institution, the ratio of representation in it, as well as the regulation of its work are prescribed by the internal rule of the institution.

(3)The council shall advise the owner and director of the institution on anymatter concerning—

- (a) syllabi of the programmes of study of the institution;
- (b) the criteria of admission, promotion and graduation of the students of the institution;
- (c) the internal rule for the operation of the institution; and
- (d) any other matter referred to it by the owner of the institution.

**29.--** (1) Each private institution shall be bound to have an internal rule, approved by the Minister, which shall regulate, in compliance with the provisions of this Law and the Regulations made thereunder, everything relating to-

Internal rule of private

Institutions.

- (a) the internal operation of the institution;
- (b) the registration, examination, evaluation, promotion and discipline of the students;
- (c) the work of the institution, the holidays and vacation;
- (d) the qualifications awarded by the institution;
- (e) the organization and functioning of the teaching staff;
- (f) the tuition fees and other charges and fees;
- (g) the establishment of committees provided for in subsection (2).

(2) The internal rule of each private institution may provide for the establishment and operation of any committee, but shall be bound to provide for the establishment and operation of-

- (a) an academic committee;
- (b) an administrative committee; and
- (c) a disciplinary committee.

(3)(a) The academic committee shall deal with every matter relating to the academic levels and criteria of promotion and graduation of the students.

(b) The administrative committee shall deal with every matter relating to the proper operation of the institution.

(c) The disciplinary committee shall deal with every matter relating to the discipline in the institution.

(4) Chairman of the committees referred to in subsection (3) shall be the director of the institution: Provided that, if the director of the institution and the owner is one and the same person, he cannot be chairperson or a member of the academic or disciplinary committee.

(5) In each committee established and operating in accordance to subsection (2), there shall participate representatives of the teaching staff and of the students, in the ratio prescribed by the internal rule of the institution.

**30.--** (1) The owner, the director and the members of the teaching staff of a private institution shall be bound to permit, at the time the institution is operating, the authorised officers of the Ministry of Education and Culture to enter the institution and the classrooms, in

Inspection of private institutions.

order to inspect and ascertain-

- (a) the adherence to the conditions of establishment and operation of the institution;
  - (b) the suitability of the staff employed;
  - (c) the observance of the schedules of classes and curriculum;
  - (d) the teaching work performed;
  - (e) any deficiencies and the steps taken by those in charge for remedying them for the more efficient operation of the institution;
  - (f) the observance of the internal rule of the institution;
  - (g) the suitability of the institution premises;
  - (h) the compliance of the institution with the provisions of this Law.
- (2) The inspection provided for by subsection (1) shall be carried out at least twice annually and the authorised officer carrying out the inspection shall draw up a report which shall be submitted to the Minister.
- (3) In case the report referred to in subsection (2) contains negative comments about any matter mentioned in subsection (1), the Minister shall communicate this part of the report to the owner and the director of the institution.

## **PART V -- EDUCATIONAL EVALUATION – ACCREDITATION OF PROGRAMMES OF STUDY OF PRIVATE INSTITUTIONS OF TERTIARY EDUCATION**

**31--** The owner of a private institution who wishes the educational evaluation – accreditation of any programme of study offered by the institution, shall submit for this purpose, an application to the Minister together with the fee for the perusal as it is prescribed by regulations.

Educational  
evaluation-  
accreditation.

**32.--**(1) The educational evaluation - accreditation of programmes of study of private institutions of tertiary education shall be effected by the Council of Educational Evaluation - Accreditation of Programmes of Study of Private Institutions of Tertiary Education, appointed for this purpose by the Council of Ministers upon the recommendation of the Minister.

Council for  
Educational  
Evaluation-  
Accreditation.

(2) The educational evaluation - accreditation shall be conducted on the basis of criteria and levels prescribed by Regulations among which the following are included:

- (a) purposes and objectives of an educational institutions;
- (b) educational programmes;
- (c) teaching staff;
- (d) educational support services - buildings, laboratories and equipment;
- (e) organization and administration;

- (f) financial resources; and
- (g) any other necessary particulars to be prescribed by Regulations.

(3) The educational evaluation - accreditation shall be granted if it is ascertained that the necessary requirements exist and that the educational levels purported by the programme of study and indicated by the qualifications awarded are assured.

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| <b>33--</b> | <p>(1) The Council of Educational Evaluation - Accreditation shall consist of seven members, the Chairman and six other members.</p> <p>(2) The Chairman and members of the Council of Educational Evaluation - Accreditation must be of a recognized academic status; the five members must be University teachers.</p>   | <p>Composition of the council of Educational Evaluation- Accreditation.</p>    |
| <b>34--</b> | <p>The term of office of the members of the Council of Educational Evaluation – Accreditation shall be five years and can be renewed only once.</p>  | <p>Term of office of the Council of Educational Evaluation- Accreditation.</p> |
| <b>35--</b> | <p>(1) At the meetings of the Council of Educational Evaluation - Accreditation, a quorum shall be formed when at least five members are present.</p> <p>(2) The Council of Educational Evaluation - Accreditation shall prescribe the Accreditation method of calling its meetings and the procedure to be followed in those meetings.</p>  | <p>Operation of the Council of Educational Evaluation- Accreditation.</p>      |
| <b>36--</b> | <p>The decisions for the educational evaluation-accreditation of a programme of study shall be taken by a majority of the total number of members of the Council of Educational Evaluation - Accreditation.</p>  | <p>Decisions taking.</p>   |
| <b>37--</b> | <p>The Council of Educational Evaluation - Accreditation has the following functions:</p> <p>(a) Appoints the Visiting Team of Educational Evaluation- Accreditation of Programmes of Study of Private Institutions of Tertiary Education.</p> <p>(b) Considers the final recommendation of the Visiting Team of Educational Evaluation - Accreditation and decides-</p> <ul style="list-style-type: none"> <li>(i) the approval of the application; or</li> <li>(ii) the rejection of the application; or</li> <li>(iii) postponement of a decision for a specified period of time, during which the institution shall attempt to remedy the specific deficiencies which are identified.</li> </ul> | <p>Functions of the Council of Educational Evaluation- Accreditation.</p>      |
| <b>38--</b> | <p>The Council of Educational Evaluation - Accreditation or/and the</p>  | <p>Consultations of the</p>  |



- Visiting Teams of Evaluation - Accreditation shall have consultations, if they deem this necessary, with the Director of Higher and Tertiary Education and with the institution of which the programme or programmes of study are under evaluation - accreditation for matters concerning the educational evaluation – accreditation.
- Council/Visiting teams of Educational Evaluation- Accreditation.
- 39--** (1) The members of the Council of Educational Evaluation- Accreditation shall be paid by the State of Honorarium. Expenses.
- (2) The members of the Council of Educational Evaluation - Accreditation and the Visiting Teams of Evaluation - Accreditation shall be paid by the State the expenses for accommodation, maintenance, travelling and other expenses which may be required for the conduct of their work.
- (3) The honorarium and the expenses, provided for by subsection (1) and (2) of this section, shall be prescribed by the Council of Ministers every year upon the recommendation of the Minister.
- 40--** (1) A private institution of tertiary education which is registered in the Record of Private Institutions of Tertiary Education is eligible to apply for educational evaluation-accreditation for one or more programmes of study it offers. Application for Educational Evaluation- Accreditation.
- (2) Upon the submission of its application, the institution states in a binding way whether the programme of study which is under evaluation -accreditation is academic or professional.
- (3) An institution applying for educational evaluation accreditation of a programme of study at the undergraduate level may apply for educational evaluation - accreditation of the same programme of study at the graduate level.
- (4) An institution which offers programmes of study at the graduate level only may submit an application for evaluation - accreditation of any of the programmes it offers.
- 41 --** The programme for which an application for educational evaluation -accreditation is submitted shall have students attending its first year of study and full programmes for all the years of study at the time the application is submitted and throughout the completion of the whole procedure. If the contrary applies, the process to have the programme evaluated - accredited will be terminated. **Prerequisite for evaluation the presence of students.**
- 42--** Every programme of study for which an application for educational evaluation – accreditation is submitted must have a full time member of the academic staff of the programme, who will bear the responsibility to supervise and coordinate the programme. Responsibility for supervising the programme of study to be accredited.

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| <p><b>43--</b> The application can be submitted to the Permanent Secretary of the Ministry of Education and Culture.</p>   | <p>Time at which an application can be submitted.</p>                   |
| <p><b>44--</b> For every programme of study for which an application for educational evaluation - accreditation is submitted the following particulars must be submitted along with the application:</p> <ul style="list-style-type: none"> <li>(a) The name of the programme of study.</li> <li>(b) The purpose of the programme of study.</li> <li>(c) Duration of studies (academic years or total amount of credit units depending on each case).</li> <li>(d) Courses taught and the teaching time.</li> <li>(e) Final degree and intermediate degrees, if any.</li> <li>(f) Name and qualifications of the supervisor for each programme of study and a list of the other teaching staff with their qualifications.</li> <li>(g) Number of enrolled students in each year of study of the programme of study, during the current academic year.</li> </ul> | <p>Particulars to be submitted with the application.</p>                |
| <p><b>45--</b> The submission of an application by an institution for educational evaluation – accreditation of a programme of study implies that the institution-</p> <ul style="list-style-type: none"> <li>(a) undertakes the responsibility to provide the Minister with any data-or information requested during the entire procedure of the educational evaluation - accreditation process; and</li> <li>(b) recognizes the right of the Minister to disclose any positive or negative information regarding the educational evaluation - accreditation of programmes of study offered by the institution.</li> </ul>  | <p>Undertaking of responsibilities on submission of an application.</p> |
| <p><b>46--</b> The Permanent Secretary of the Ministry shall inform, within a month from the submission of an application for educational evaluation - accreditation, the applicants whether their application has been accepted. In case of rejection the reasons for the rejection must be provided.</p>   | <p>Procedure of acceptance or not of the application.</p>               |
| <p><b>47--</b> (1) Upon the acceptance of the application an institution is considered a candidate for educational evaluation - accreditation of the specific programme or programmes of study and undertakes to prepare a self-study for those programmes for which it seeks educational evaluation - accreditation.</p> <p>(2) The self-study must be prepared in cooperation of the faculty and the administration. It is understood that the self-study can be submitted immediately upon acceptance of the application.</p>   | <p>Candidature for accreditation and self-study.</p>                    |
| <p><b>48--</b> (1) The self-study must be analytical.</p> <p>(2) The self-study must present-</p>  | <p>Content of the self-study.</p>                                       |

- (a) the aims of the institution and the programme or programmes of study for which educational evaluation - accreditation is being sought;
- (b) the means available to fulfil these aims and evidence that they have been attained;
- (c) a truthful description concerning educational programmes, teaching staff, educational support services, organization and administration and financial resources of the institution.
- (3) The presentation must be drafted in such a way as to enable a recommendation to be made on the basis of the criteria and levels defined by the Educational Evaluation - Accreditation of Programmes of Study of Private Institutions of Tertiary Education Regulations.
- 49--** The self-study must indicate the institution's areas of strength and weaknesses and also present specific plans for remedying any identified weaknesses. Areas of strength and weaknesses.
- 50--** (1) The Council of Educational Evaluation - Accreditation shall appoint, for each case, an appropriate Visiting Team of Educational Evaluation -Accreditation, of Programmes of Study of Private Institutions of Tertiary Education, consisting of at least three members, who come from each body mentioned in section 51 of the present Law, provided that no more than one person is appointed from the same body, establishment or organization. Visiting Team of Educational Evaluation-Accreditation.
- (2) For the appointment of the appropriate Visiting Team of Educational Evaluation - Accreditation the applications accepted along with the particulars provided by section 44, are submitted by the Permanent Secretary of the Ministry of Education and Culture to the chairman of the Council of Educational Evaluation - Accreditation.
- 51--** (1) The members of the Visiting Team of Educational Evaluation – Accreditation appointed according to section 50, come from Composition of the Visiting Team of Educational Evaluation-Accreditation.
- (a) The University of Cyprus;
- (b) the public tertiary education institutions of Cyprus;
- (c) evaluated-accredited educational overseas institutions, which are recognized by the competent authorities of the country in which they function
- 52--** The duties of the Visiting Team of Educational Evaluation - Accreditation are: Duties of the Visiting Team of Educational Evaluation-Accreditation
- (a) to examine the self-study;

- (b) to visit the institution for an on site investigation of all relevant matters and the preparation of a report which will include the findings, observations and suggestions of the Visiting Team of Evaluation - Accreditation. The report shall be submitted to the Permanent Secretary of the Ministry of Education and Culture;
- (c) to examine any comments which the institution might submit after being notified by the Permanent Secretary of the Ministry of Education and Culture of the report of the Visiting Team of Evaluation - Accreditation and to submit to the Permanent Secretary of the Ministry of Education and Culture the final report.
- 53--** (1) The self-study is submitted to the Permanent Secretary of the Ministry of Education and Culture who shall forward it to the Chairman of the Council of Educational Evaluation-Accreditation as soon as possible. Deadline for submitting a self-study.
- (2) The Visiting Team of Evaluation - Accreditation shall visit the institution. The institution shall be notified of the precise time of the visit.
- 54--** The Visiting Team of Educational Evaluation - Accreditation shall submit its report to the Permanent Secretary of the Ministry of Education and Culture within two months from its visit to the institution at the latest. Report of the Visiting Team of Educational Evaluation-Accreditation.
- 55--** The Permanent Secretary of the Ministry of Education and Culture shall forward the report to the institution as soon as possible after its submission. Communication of the report.
- 56--** The institution submits to the Permanent Secretary of the Ministry of Education and Culture its reaction to the report within a month of receiving it at the latest. Reaction by the Institution.
- 57--** The Permanent Secretary of the Ministry of Education forwards as soon as possible the institution's reaction to the Visiting Team of Evaluation - Accreditation. Communicating of reaction.
- 58--** The Visiting Team of Evaluation - Accreditation studies the institution 's reaction and submits to the Permanent Secretary of the Ministry of Education and Culture the final report within a month from the submission of the institution 's comments. Study of reaction.
- 59--** (1) The Permanent Secretary of the Ministry of Education and Culture shall forward the final report of the Visiting Team of Educational Evaluation – Accreditation to the Chairman of the Council of Educational Evaluation - Accreditation as soon as possible. Forwarding of the report of the Visiting Team and decision of the Council of Educational Evaluation-Accreditation.
- (2) The Council of Educational Evaluation - Accreditation shall decide within one month and shall forward its decision to the Minister immediately. The decision may be-

(a) an approval of the application for educational evaluation – accreditation of the programme of study and its registration in the special Record of the Ministry of Education and Culture;

(b) a rejection of the application for educational evaluation-accreditation of the programme of study;

(c) postponement of decision taking for a specified period of time during which the institution will try to remedy the specific weaknesses which will be identified. Upon the expiry of this period and after examining a new report by the Visiting Team of Educational Evaluation - Accreditation, the Council of Educational Evaluation - Accreditation shall decide to approve or reject the application.

<b>60--</b>	In the case which the Council of Educational Evaluation-Accreditation approves the application for educational evaluation – accreditation of a programme of study, the Minister shall confirm the decision, make sure for the registration of the programme of study in the Record of the Educationally Evaluated - Accredited Programmes of Study of Private Institutions of Tertiary Education that is kept at the Ministry of Education and Culture, issue the relevant certificate and publish the registration of the programme of study in the Record mentioned above, in the Official Gazette of the Republic.	Confirmation
<b>61--</b>	In cases (b) and (c) of subsection (2) of section 59, the Minister shall confirm the decision of the Council of Educational Evaluation – Accreditation and notify the institution concerned accordingly through the Permanent Secretary of the Ministry of Education and Culture.	Rejection of an application.
<b>62—</b>	Re-submission of an application for educational evaluation - accreditation of a programme of study for which a previous application was rejected can be made when the institution considers that it has remedied the weaknesses indicated and which are included in the decision for rejection of the Council of Educational Evaluation-Accreditation and after the lapse of an academic year, at the earliest, from the date of the rejection of the application.	Re-submission of an application.
<b>63--</b>	In the cases where the academic year differs from the traditional year (September-August) amendments can be made to the dates prescribed in sections 43.46 and 53 of the present Law, following an application by the institution and the approval of the Minister.	Date amendment.
<b>64--</b>	In keeping with the provisions of section 65 the initial accreditation -evaluation of a programme of study of an institution shall be valid for a period of four years.	Duration of Accreditation.
<b>65--</b>	(1) For the continuation of the validity of the educational evaluation -accreditation of a programme of study of an institution beyond four years, re-accreditation is necessary.	Re-accreditation.

(2) The same procedures entailed in the initial accreditation are followed for re-accreditation.

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| <b>66--</b> | In keeping with the provisions of section 65, re-accreditation shall be valid for a period of ten years.   | Validity of re-accreditation.          |
| <b>67--</b> | The evaluation - accreditation or re-accreditation of programmes of study of a private institution of tertiary education can be withdrawn at any given moment, if it is ascertained that there have been serious violations of the terms under which the programmes were educationally evaluated - accredited. | Withdrawal of the accreditation.       |
| <b>68--</b> | The institution shall pay all the expenses incurred during the educational evaluation - accreditation of every programme of study, as this is prescribed by regulations.   | Expenses for evaluation-accreditation. |

#### **PART VI --- VARIOUS PROVISIONS**

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| <b>69.--</b> | <p>(1) The owner and the director of a private institution that is established or functions in violation of the provisions of the present Law or the Regulations that have been issued by virtue of this Law or any other term, formality or restriction provided or imposed by virtue of the present Law shall be guilty of a criminal offence and shall be subject to a pecuniary penalty not exceeding five thousand pounds and to a further pecuniary penalty not exceeding fifty pounds for every day that the offence continues to be committed and the court may still order termination of the operation of the institution which continues to commit the offence.</p> <p>(2)The advertisements, by any means, of a private institution shall not contain any particular that is untrue or misleading, regarding the standard or type of the institution or in any other way.</p> <p>(3) Each person that violates the provisions of subsection (2) of the present section shall be guilty of a criminal offence and shall be subject to a pecuniary penalty not exceeding five thousand pounds.</p> <p>(4) Each person that violates or fails to comply with any provision of the present Law for which a special penalty is not provided shall be guilty of a criminal offence and shall be subject to a pecuniary penalty not exceeding one thousand pounds.</p> | Criminal offences. |
| <b>70.--</b> | (1) The Council of Ministers may issue regulations, that are  | Regulations.       |

published in the Official Gazette of the Republic, which shall determine each matter that needs or is susceptible to prescription and for the better implementation of the provisions of the present Law.

- (2) Without any prejudice to the generality of subsection (1) of the present section, any regulations may-
- (a) regulate the criteria and levels of the educational evaluation - accreditation of programmes of study;
  - (b) provide for the assessment of rights of examination of the declaration for the establishment and function of a private school and registration fees of programmes of study, for inspection rights and rights for educational evaluation - accreditation of programmes of study and fix the amount of the fees and of the rights provided in the present Law;
  - (c) determine the criteria which the premises, laboratories and equipment of the private institutions shall be bound to meet;
  - (d) determine the matters related to the inspection of the private and public institutions; and
  - (e) determine the qualifications of the members of the academic, administrative and disciplinary committee of the private and public institutions.

**71--** No provision of the present Law shall apply with regard to the establishment and operation of a state university in the Republic. Establishment of a State University.

## **PART VII -- TRANSITIONAL PROVISIONS**

**72.--** (1) Any private institution that functions at the time when the present Law comes into force, without being registered in the Record of Private Institutions of Tertiary Education, shall be obliged to discontinue its function at the end of the academic year 1998-1999 or to submit an application for registration according to the provisions of the present Law. Transitional provisions.

(2) Any entries made in the Record of Private Institutions of Tertiary Education by virtue of section 19 of the Institutions of Tertiary Education Law of 1987 up to (No. 2) of 1990 shall be considered that were made on the basis of the provisions of the present Law.

(3) No provision of the present Law shall be applied with regard to the public institutions in operation at the date of coming into force of the present Law:

It is hereby understood that the Council of Ministers may by a decision published in the Official Gazette of the Republic, decide the application of the present Law or any of its provisions and on

any public institution in operation at the date of the publication of the decision.

**73.--** (1) After the enforcement of the present Law, a private institution of tertiary education which has already been registered in the Record of Private Institutions of Tertiary Education according to section 19 of the Private Institutions of Tertiary Education Law of 1987 up to (No. 2) of 1990 may submit an application for educational evaluation - accreditation for one or more programmes of study if offers, within the period from the 15th June until the 15th April 1997. Self-study shall be submitted to the Permanent Secretary of the Ministry of Education and Culture until the 15th May 1997.

Application for educational evaluation-accreditation of the already registered private institutions of tertiary education.

(2) Subject in proportion to the related procedures provided in the present Law, the educational evaluation - accreditation by virtue of this section shall be completed the latest by the end of December 1997, according to the provisions of the leading Law that was in force before the coming into force of the Tertiary Education Institutions (Amending) (No 2) Law of 1997.

**74.--** The Institutions of Tertiary Education Laws of 1987 up to (No. 2) of 1990 are hereby repealed.

Repeal.  
1 of 1987  
44 of 1990  
93 of 1990.