

## Students' mobility procedures

1. Students who are interested in participating in Erasmus program can ask their questions at the Erasmus Office (1<sup>st</sup> Floor-118)
2. Students should fill in the Interest form that can be downloaded from the University's page. This form should be submitted at the Erasmus Office with the Transcript of the student
3. The Erasmus Selection committee of the University will choose the students who will participate in the program based on the Selection criteria.
4. Students who have been selected have to complete the following forms:
  - ✓ Erasmus Application form
  - ✓ Learning agreement
5. The application form, the learning agreement form and the transcript have to be sent completed and signed by the student at the Host University for approval
6. After the approval of the students' application, the contract for the Erasmus grant must be signed following the instructions of the Erasmus Officer.
7. The student signs the contract for the Erasmus grant and then the Erasmus office prepares an invoice for the first installment for the Accounts office. The first installment is being transferred at the IBAN of the student.
8. Students are responsible to find accommodation place. Usually the Host Universities send some information regarding the accommodation of the students. For that reason the student can travel at the Host country some days before the start of the new semester in order to arrange the accommodation details.
9. The Online Linguistic Support (OLS) supports language learning for Erasmus+ mobility participants. The OLS offers participants in Erasmus+ long-term mobility activities (Key Action 1) the opportunity to assess their skills in the foreign language(s) they will use to study, work or volunteer abroad. In addition, selected participants may follow an online language course to improve their competence.
10. The second installment of the Erasmus grant is being transferred at the IBAN of the student during his/her studies at the Host University.
11. Upon the arrival of the student back in Cyprus, all the documents needed have to be submitted at the Erasmus Office
12. The grades of the Erasmus courses are shown on the transcript as Pass or Fail
13. All Erasmus students have to gain the minimum 15 ECTS. If they fail, they have to return the Erasmus grant.
14. The Erasmus students have to submit at the Erasmus Office the following documents upon their arrival:
  - ✓ Final report
  - ✓ Confidential supervisor's report
  - ✓ Confirmation of the Erasmus grant (receipt)
  - ✓ Transcript
  - ✓ Air ticket
  - ✓ Boarding passes