

## ERASMUS POLICY

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## **CONTENTS**

1. Introduction .....	2
2. Scope.....	4
3. Terms and Definitions .....	5
4. Description of Policy .....	5
4.1. Internationalization Strategy .....	5
4.2. Objectives of the ERASMUS+ Program .....	6
4.3. Mobility Agreements and Partnerships .....	6
4.4. Types of ERASMUS+ Mobility.....	6
4.5. Record and Platform Management .....	8
4.6. Management of Exceptional Circumstances (Force Majeure).....	8
4.7. Selection Process and Support.....	8
4.8. Inclusion .....	9
4.9. Green Travel.....	9
4.10. Recognition of Academic Credits .....	9
4.11. Financial Support and Grants.....	9
4.12. Linguistic and Cultural Preparation.....	10
4.13. Monitoring and Evaluation .....	10
5. Responsibilities .....	10
6. Supporting Documents .....	10

## **1. Introduction**

The Erasmus+ program is an initiative of the European Union that promotes education, training, youth, and sport at the European level. It began in 1987 as Erasmus and now operates under the Erasmus+ framework, incorporating all mobility and international cooperation activities. Erasmus+ offers mobility opportunities for students, academic and administrative staff, young people, and professionals, aiming to enhance intercultural understanding, strengthen skills, and reinforce European identity.

Neapolis University Pafos has actively participated in the Erasmus+ program since its foundation, having developed more than 120 bilateral agreements with universities and research institutions in countries within and beyond the European Union. Through these partnerships, the university promotes student, academic, and staff mobility, as well as the development of joint training and educational initiatives.

In this context, the university is a founding member of the European Universities Alliance **EMERGE** (Empowering the Margins of Europe through Regional and Global Engagement), which implements an ambitious strategy to strengthen regional universities and communities in Europe. This participation enhances the university's internationalization strategy and enriches the implementation of Erasmus+ through practices that promote social inclusion, sustainability, multilingualism, and the creation of an interconnected European inter-university campus.

EU Member States fully participate in all actions of the Erasmus+ program. In addition, according to Article 19 of the Erasmus+ Regulation, the following third countries are associated with the program:

- Members of the European Free Trade Association (EFTA) that are part of the European Economic Area (EEA): Norway, Iceland, Liechtenstein.
- Acceding countries, candidate countries, and potential candidate countries: Republic of North Macedonia, Republic of Turkey, and Republic of Serbia.

These countries, together with the EU Member States, will henceforth be referred to as “EU Member States and third countries associated with the program.”

Furthermore, according to Article 20 of the Erasmus+ Regulation, legal entities from third countries not associated with the program may participate in certain actions, provided specific criteria are met and their participation is deemed to serve the interest of the Union.

Neapolis University Pafos participates in the Erasmus+ program based on the Erasmus Charter for Higher Education (ECHE), which guarantees the institution's quality and compliance with the program's core principles and obligations. Holding the Charter is a prerequisite for participating in mobility and cooperation activities, ensuring transparency, academic recognition, and support for participants.

### **EU Member States and Third Countries Associated with the Programme**

The following countries are eligible to fully participate in all Erasmus+ programme actions:

- **EU Member States:**  
Belgium, Bulgaria, Czech Republic, Denmark, Germany, Estonia, Ireland, Greece, Spain, France, Croatia, Italy, Cyprus, Latvia, Lithuania, Luxembourg, Hungary, Malta, Netherlands, Austria, Poland, Portugal, Romania, Slovenia, Slovakia, Finland, Sweden.
- **Third Countries Associated with the Programme:**  
North Macedonia, Serbia, Iceland, Liechtenstein, Norway, Turkey.

▪ **Third Countries Not Associated with the Programme:**

The following countries may participate in specific actions of the programme, under special conditions and were justified by EU policy:

<b>Region 1: Western Balkans</b>	Albania, Bosnia and Herzegovina, Kosovo, Montenegro
<b>Region 2: Eastern Partnership</b>	Armenia, Azerbaijan, Georgia, Belarus, Moldova, the territory of Ukraine as recognized by international law
<b>Region 3: South Mediterranean Countries</b>	Algeria, Egypt, Jordan, Israel, Lebanon, Libya, Morocco, Palestine, Syria, Tunisia
<b>Region 4: Russian Federation</b>	The territory of Russia as recognized by international law
<b>Region 5: Asia</b>	<p>a) Vietnam, India, Indonesia, Cambodia, China, North Korea, Laos, Malaysia, Maldives, Myanmar/Burma, Mongolia, Bangladesh, Bhutan, Nepal, Pakistan, Sri Lanka, Thailand, Philippines</p> <p>b) High-income countries and territories: South Korea, Japan, Macao, Brunei, Singapore, Taiwan, Hong Kong</p>
<b>Region 6: Central Asia</b>	Afghanistan, Kazakhstan, Kyrgyzstan, Uzbekistan, Tajikistan, Turkmenistan
<b>Region 7: Middle East</b>	<p>a) Iraq, Iran, Yemen</p> <p>b) High-income countries: United Arab Emirates, Qatar, Kuwait, Bahrain, Oman, Saudi Arabia</p>
<b>Region 8: Pacific</b>	<p>a) Timor-Leste, Vanuatu, Kiribati, Micronesia, Nauru, Cook Islands, Marshall Islands, Solomon Islands, Niue, Palau, Papua New Guinea, Samoa, Tonga, Tuvalu, Fiji</p> <p>b) High-income countries: Australia, New Zealand</p>
<b>Region 9: Sub-Saharan Africa</b>	Angola, Ethiopia, Côte d'Ivoire, Gambia, Gabon, Ghana, Guinea, Guinea-Bissau, Eritrea, Eswatini, Zambia, Zimbabwe, Equatorial Guinea, Cameroon, Central African Republic, Kenya, Comoros, Republic of the Congo, Democratic Republic of the Congo, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritius, Mauritania, Mozambique, Benin, Botswana, Burkina Faso, Burundi, Namibia, Niger, Nigeria, South Africa, South Sudan, Uganda, Cape Verde, Rwanda, São Tomé and Príncipe, Senegal, Seychelles, Sierra Leone, Somalia, Sudan, Tanzania, Djibouti, Togo, Chad
<b>Region 10: Latin America</b>	Argentina, Venezuela, Bolivia, Brazil, Guatemala, El Salvador, Ecuador, Colombia, Costa Rica, Mexico, Nicaragua, Honduras, Uruguay, Panama, Paraguay, Peru, Chile

<b>Region 11: Caribbean</b>	Saint Lucia, Saint Vincent and the Grenadines, Saint Kitts and Nevis, Haiti, Antigua and Barbuda, Grenada, Guyana, Dominican Republic, Cuba, Barbados, Bahamas, Belize, Dominica, Suriname, Jamaica, Trinidad and Tobago
<b>Region 12: United States and Canada</b>	United States of America, Canada
<b>Region 13: Microstates</b>	Andorra, San Marino, Vatican City State, Monaco
<b>Region 14: Other European Countries</b>	Switzerland, United Kingdom, Faroe Islands

## 2. Scope

The purpose of this Erasmus+ policy for **Neapolis University Pafos** is to define the operational framework, procedures, and guidelines for the participation of students, academic, and administrative staff in the Erasmus+ programme.

This policy aims to:

1. **Internationalization of Education:** It promotes the global dimension of the academic experience by offering students and staff the opportunity to study, train, or work in other EU countries and beyond. This helps cultivate intercultural skills and develop a more open and international perspective.
2. **Academic Quality and Recognition:** It ensures that studies undertaken through Erasmus+ are fully recognized via the European Credit Transfer and Accumulation System (ECTS).
3. **Enhancement of Professional Development:** It provides students and staff with opportunities to acquire new skills, engage in professional environments, and advance their personal and academic paths.
4. **Inclusion and Equal Opportunities:** It guarantees equal access to the programme for all members of the university community, with an emphasis on supporting students from vulnerable social groups.
5. **Collaboration and Networking:** It strengthens Neapolis University Pafos's cooperation with international educational institutions, promoting knowledge exchange and academic networking.

This policy ensures the university's compliance with the principles of Erasmus+ and the provision of high-quality international learning and development opportunities.

### 3. Terms and Definitions

- **N.U.P:** Neapolis University Pafos
- **I.M.S.:** Integrated Management System – Is the policies and procedures of the University. Combines multiple policies and procedures of the University into one cohesive framework
- **D.A.F.:** Director of Administration and Finance
- **Q.A.C.:** Quality Assurance Coordinator
- **D.P.O.:** Data Protection Officer
- **C.I.O.:** Chief Information Officer
- **B.M.:** Beneficiary Module
- **E.W.P.:** Erasmus Without Paper

## 4. Description of Policy

### 4.1. Internationalization Strategy

The internationalization strategy of Neapolis University Pafos focuses on promoting academic cooperation and mobility, with Erasmus+ policy serving as a key tool in achieving these goals. The internationalization strategy in relation to Erasmus policy includes the following:

- **Promotion of international student and staff mobility:** Neapolis University supports the active participation of students and academic staff in exchange and training programs through Erasmus+. This contributes to enhancing their international skills and knowledge, promoting the internationalization of educational experiences.
- **Academic partnerships with foreign institutions:** Through Erasmus+ policy, the university has established strategic collaborations with European and international universities, allowing the development of new programs and the exchange of academic knowledge.
- **Internationalization of the curriculum:** Erasmus+ mobility enables students to study at foreign universities and return to Neapolis University with new knowledge and experiences that enrich the academic environment. Full recognition of academic credits is a key element of this policy.
- **Promotion of intercultural skills:** The university's internationalization efforts aim to cultivate intercultural skills, achieved through Erasmus+ exchange programs and engagement of students and staff in international environments.
- **Inclusion and equal opportunities:** Within the framework of internationalization, Neapolis University ensures that the Erasmus+ program is accessible to all students, regardless of socioeconomic background or other challenges. This supports the values of inclusiveness and equal access to education.

- **Enhancing the university's reputation and attractiveness:** Participation in Erasmus+ helps strengthen the university's reputation as an international educational institution, attracting students and staff from various countries and creating a multicultural academic community.

Overall, the Erasmus+ policy supports the internationalization strategy of Neapolis University, strengthening international partnerships and the quality of education offered, while also providing students and staff with unique opportunities for development and career growth.

In parallel, Neapolis University Pafos's participation in the **EMERGE European Universities Alliance** is a key pillar of its internationalization strategy, reinforcing its connection with regional universities in Europe. Through EMERGE, a new university model is adopted, centered on social mission (first mission), quality mobility, regional empowerment, multilingualism, and cross-border cooperation in education and research with local communities.

Neapolis University Pafos participates in the Erasmus+ program for education, training, youth, and sport for the period 2021–2027 and holds a valid **Erasmus Charter for Higher Education**. By signing this Charter, Neapolis University confirms that its participation in Erasmus+ is part of its own modernization and internationalization strategy. This strategy recognizes the crucial contribution of mobile students and involvement in European and international cooperation projects to the quality of higher education programs and the overall student experience.

## **4.2. Objectives of the ERASMUS+ Program**

Neapolis University Pafos is committed to enhancing the global academic experience of its students and staff through the Erasmus+ program. The university actively participates in Erasmus+ with the aim of advancing internationalization, developing partnerships with European and international universities, and promoting student and staff mobility. The promotion of mobility offers students the opportunity to gain academic, professional, and intercultural skills, while staff mobility supports international cooperation and innovation in education.

## **4.3. Mobility Agreements and Partnerships**

The university maintains inter-institutional agreements with partner institutions across Europe and worldwide. These agreements define the terms of mobility, such as the number of participating students and staff, the duration of mobility, and academic requirements. These agreements are regularly evaluated to ensure alignment with the university's academic goals and internationalization strategy.

Participation in the **EMERGE Alliance** further strengthens strategic mobility partnerships, supporting the development of joint academic programs, micro-credentials, and **Blended Intensive Programs (BIPs)**. The creation of the EMERGE inter-university campus enables opportunities for blended learning, joint teaching, and co-creation of academic content.

## **4.4. Types of ERASMUS+ Mobility**

### **4.4.1. Student Mobility for Studies and Traineeships**

- Incoming/Outgoing Student Mobility for Studies (**SMS**)

- **Outgoing Student Mobility for Traineeships (SMT)**

Students can study at another European university for a period of 3 to 12 months. This provides students with the chance to enrich their academic experience and develop international relationships. Students may also undertake internships in businesses or organizations in EU countries.

- **Special Types of Mobility**

Neapolis University Pafos participates in and supports special types of mobility under Erasmus+, such as:

- **Erasmus+ EMERGE Actions:** Participation in alliances that enhance innovation and cooperation in higher education.
- **International Credit Mobility (ICM – KA171):** Opportunities for collaboration with countries outside Europe through bilateral mobility agreements.

These types of mobility follow the same principles and procedures of transparency and quality as the core Erasmus+ activities.

- **Blended Intensive Programmes (BIPs)**

BIPs are a new form of collaborative learning programmes introduced under Erasmus+. Their aim is to combine traditional physical mobility with modern digital learning tools. Participants in BIP engage in both in-person activities and online learning sessions.

Features of BIPs include:

1. Online learning (before and after mobility), where participants collaborate digitally with peers and professors from other universities.
2. Short-term physical mobility, typically lasting 5–30 days, taking place at a foreign university or educational institution.

The university leverages its participation in EMERGE to implement BIPs that integrate intercultural experiences, minority group participation, and innovative pedagogical approaches (e.g., challenge-based and service-learning). EMERGE's plurilingual mobility programmes are flagship initiatives promoting multilingualism and equal participation across all levels of education.

#### **4.4.2. Staff Mobility**

- **Outgoing Staff Mobility for Teaching (STA):** Academic staff may take part in teaching exchanges, promoting the development and sharing of best practices among institutions.
- **Incoming/Outgoing Staff Mobility for Training (STT):** Administrative staff can participate in training exchanges, fostering development and the exchange of best practices.



Approved mobilities sign a Staff Mobility Agreement for Training in coordination with the host organization and the Erasmus+ Institutional Coordinator. They must also sign a Grant Agreement with Neapolis University prior to departure (**ERO.P.01**).

#### **4.5. Record and Platform Management**

As part of the digital transformation of higher education, Neapolis University Pafos implements the **Erasmus Without Paper (EWP)** initiative, which enables electronic management and exchange of mobility documents (e.g., Learning Agreements and inter-institutional agreements), ensuring interoperability between institutions.

Mobility management is conducted via the **Beneficiary Module (BM)** – the official platform of the European Commission for monitoring, approving, and archiving Erasmus+ activities.

All actions and related documents are submitted through BM and maintained in compliance with the GDPR, ensuring data security and legal processing.

#### **4.6. Management of Exceptional Circumstances (Force Majeure)**

In cases of unforeseen events (e.g., pandemics, natural disasters, social unrest, flight cancellations), the European Commission's provisions for force majeure are applied, provided they are adequately documented.

The participant and/or the mobility coordinator must:

- Inform the institution immediately
- Submit a justified request for force majeure recognition
- Provide supporting documents (tickets, medical certificates, cancellations, etc.)

The final decision on documentation and acceptance of force majeure lies with the National Agency (IDEK).

#### **4.7. Selection Process and Support**

Students and staff applying for outgoing mobility via Erasmus+ at Neapolis University undergo a transparent and merit-based selection process. Criteria include academic performance, motivation, and language proficiency, as outlined in the student mobility procedure (**ERA.P.01**) and the Selection Criteria for Outgoing Erasmus Students (**ERA.WI.02**). For academic and administrative staff, the Staff Mobility procedure (**ERA.P.02**) applies.

The Erasmus+ Office provides extensive support services concerning procedures, application deadlines, learning agreements, and guidance on travel and accommodation.

Participants receive financial support in the form of grants to cover living and travel expenses. The Erasmus+ Institutional Coordinator offers guidance for proper application submission and related processes.

A prerequisite for the successful completion of a student mobility is the full implementation of the approved period of stay (in the case of a traineeship, the completion of the entire period).

#### **4.8. Inclusion**

Neapolis University Pafos prioritizes the promotion of inclusion and equal participation of all students in the Erasmus+ programme, ensuring equal access to mobility opportunities for individuals from diverse backgrounds. Special provisions and support measures are in place for students with disabilities and/or those from socioeconomically disadvantaged groups, including additional financial and academic support (**ERA.WI.01**).

Through EMERGE, the university promotes equality, intercultural understanding, and support for minority and vulnerable groups. The alliance's "Margins within margins" approach targets intersectional inequalities and strengthens inclusion through practices that empower students from diverse backgrounds.

#### **4.9. Green Travel**

Neapolis University places high priority on promoting green travel, aligning with the principles of the Erasmus Guide 2025, which emphasizes sustainability and environmental awareness. Students and staff are encouraged to adopt practices that reduce their environmental footprint during their mobility abroad. The university monitors these efforts to achieve more sustainable international mobility.

It actively supports Erasmus participation through special incentives for green travel, such as partial coverage of travel expenses for train or bus transportation, thereby reducing dependence on air travel. This approach not only contributes to lowering the environmental impact but also fosters environmental awareness among participants, laying the foundation for greener and more sustainable international mobility.

To advance Erasmus+'s new environmental principle and combat climate change, the programme promotes "Green Travel" by encouraging participants to choose low-carbon or environmentally friendly transportation methods whenever possible, such as buses, trains, or carpooling.

#### **4.10. Recognition of Academic Credits**

Neapolis University guarantees the full recognition of academic credits earned through Erasmus+ participation, following the framework of the European Credit Transfer and Accumulation System (**ECTS**). All participants sign a Learning Agreement (**OLA**) before departure, detailing the activities and courses to be undertaken at the host institution. The participant is required to fulfil the examination obligations at the Host University and, upon return, to ensure the recognition of the courses at the University. If the student does not take part in the examinations, the mobility is considered unsuccessful, the student is obliged to retake all courses at NUP, and the grant must be returned.

#### **4.11. Financial Support and Grants**

Participants in Erasmus+ receive financial support through mobility grants to cover travel and living expenses. The university provides information about available funding sources and supports students throughout the application process, with special attention to students from vulnerable groups. Participants sign a Grant Agreement before departure, outlining rights, obligations, and terms and conditions related to the financial support.

#### 4.12. Linguistic and Cultural Preparation

Lack of language skills remains one of the main barriers to participating in European education, training, and youth mobility programmes. The **Erasmus Online Linguistic Support (OLS)** is a digital platform offering free language training to Erasmus+ participants. Its main objective is to help students and staff improve their language skills in the host country's language, ensuring better preparation for their stay and activities abroad. OLS enhances participants' language competencies, easing their integration in foreign countries and enriching their educational and professional experience.

#### 4.13. Monitoring and Evaluation

To ensure the continuous improvement of the Erasmus+ programme, an evaluation mechanism is in place.

An EU survey is conducted, which all mobility participants are required to complete, reporting on their experience. Participants receive a link to the survey once their mobility period ends. The survey is submitted online in multiple languages. After submission, the participant's host organization can access the report content via the Erasmus+ reporting platform.

Within the EMERGE framework, additional mechanisms are used to monitor joint mobility actions and regional cooperation, in line with the alliance's priorities. The alliance enables comparative evaluation of practices at the European level, the exchange of quality indicators (KPIs), and the application of participatory monitoring methodologies (e.g., stakeholder co-design, learning analytics), contributing to enhanced transparency and accountability.

### 5. Responsibilities

- **Senate & University Council** approve and review institutional policies and ensure their proper implementation.
- The **QAC** in cooperation with the **DPO** prepares new versions of the Management System documents and is responsible for their distribution. She/he is also responsible for maintaining a historical record of modifications to the QMS documents.
- The **QAC** monitors academic quality, identifies non-conformities and ensures the implementation of corrective actions for continual improvement.

### 6. Supporting Documents

- All documents relevant to the procedure are listed in the Document Catalogue (**GEN.F.2.1**), with the current version and revision history, as well as in the Document Index / **Repository**.
- ERA.F.01a – Application Form for Outgoing Student Mobility
- ERA.F.01b – Application Form for Outgoing Staff Mobility
- ERA.F.02 – NUP Fact Sheet
- ERA.F.03 – Erasmus Guide for Incoming Students & Staff
- ERA.F.04 – List of Bilateral Agreements
- ERA.F.10 – List of Available Courses for Incoming Students
- CAM.F.01 – Accommodation Application Form

External Documents:

- Erasmus E-book
- Erasmus+ Programme Guide
- HE Grant Agreement
- HE Learning Agreement for Traineeships
- Erasmus Student Charter
- Inclusion & Diversity Strategy