

## ERASMUS+ INTERNATIONAL CREDIT MOBILITY

### Student Mobility for Studies (SMS) from Universities based in Erasmus+ Partner Countries

International Credit Mobility is the Erasmus+ exchange scheme for the mobility of students and staff of European Universities with partners worldwide. An institution in a Programme Country<sup>1</sup> can send its students and/or staff to a partner institution in a Partner Country and vice versa.

Students can study in Cyprus and may benefit from an Erasmus+ grant to help with living costs. Within the framework of Erasmus+ International Credit Mobility, Open University of Cyprus (OUC) has secured funding to welcome incoming students for **one academic semester (5 months)** at OUC postgraduate programmes (**at Master level**), and cover their **Erasmus+ grant**. For the 2016-2017 the Call for Applications for Incoming Students for Studies at OUC concerns the spring semester, which starts early February and ends early June 2017.

Incoming students will have the chance to experience OUC's blended learning methodology, by attending courses both with physical presence (although limited) and online via the University's eLearning platform, interact with their tutors, obtain new knowledge and skills from a European university, meet new people, language and culture.

#### POTENTIAL BENEFICIARIES:

- Master's degree students of Universities based in Partner Countries and collaborating with OUC within the framework of the Erasmus+ International Credit Mobility action.

#### **IMPORANT**

- Exchanges of students and staff under the Erasmus+ ICM scheme can only take place between Universities that have **signed an Erasmus+ Inter-Institutional Agreement**, specifying the conditions of mobility.
- To apply for an Erasmus+ SMS grant and visit OUC for an academic semester, students of Partner Universities need to make sure that the Inter-Institutional Agreement signed between OUC and their home University covers their study areas.
- There is specific budget and number of available incoming mobility positions that cannot be exceeded.

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<sup>1</sup> The 33 Programme Countries are: the 28 EU Member States, Iceland, Liechtenstein, Norway, the Former Yugoslav Republic of Macedonia and Turkey. Partner Countries are all the other countries in the world.

## MOBILITY DURATION:

- The minimum duration is three (3) months and the maximum is five (5) months.
- All mobilities for the period 2015-2017 must be completed by **May 31, 2017**.

## APPLICATIONS PROCEDURE:

### Step 1: Apply for Erasmus+ study period at OUC

Applications are submitted as follows:

(a) *Find a suitable Master's degree programme offered by the Open University of Cyprus:*

1. Should a Master's degree student of a Partner University is interested to visit OUC, s/he must contact the International Relations Office of the home University in order to verify that the Inter-Institutional Agreement signed by the two Universities includes his/her study areas.
2. The student should then check all OUC programmes of study (at Master's level), and the modules/courses offered. Information can be found at the following link: <http://www.ouc.ac.cy/web/guest/university/programme>. If students are not sure if OUC offers courses in English in their study areas, they can contact OUC Mobility Office: [erasmus@ouc.ac.cy](mailto:erasmus@ouc.ac.cy)
3. In collaboration with the Academic Coordinator/Head of the programme s/he attends at home University, they must fill in the "**Learning Agreement**" form (provided by OUC Mobility Office or Home University's IRO) with a) the modules that the student will register to attend at the Open University of Cyprus, and b) the modules that will be recognized at home University as part of the Erasmus+ mobility for studies. The final Learning Agreement must be submitted electronically (via email) to the International Relations Office of the home University within specified deadlines (respecting OUC's own deadline).

### Step 2: Application Evaluation Process

1. All applications submitted to the International Relations Office of the sending Institution must be reviewed in accordance with the selection criteria mentioned in **Annex I** in order to establish a nominations' list with selected, runner up, and rejected candidates.
2. All information regarding the selected and runner up candidates, including a) their individual Learning Agreement and b) their transcript of records, must be submitted to OUC Mobility Office: [erasmus@ouc.ac.cy](mailto:erasmus@ouc.ac.cy)
3. Based on this nominations' list, the International Relations Committee of the Open University of Cyprus will review all applications and establish the final list of beneficiaries

in accordance with the selection criteria mentioned in **Annex I**, and the number of available mobility positions per country. OUC Mobility Office will inform accordingly both the students securing the Erasmus+ grant for studies at OUC, and the International Relations Office of their home University.

### **Step 3: Approval of Erasmus+ Grant**

1. Following the announcement of the results, all beneficiaries will be invited to sign an Erasmus+ Grant Agreement with the Open University of Cyprus. Erasmus+ grant<sup>2</sup> for incoming students is financed by OUC.

### **VISA REQUIREMENTS:**

- Since the “Erasmus+ International Students Mobility for Studies” action concerns student exchanges between Programme and Partner Countries, there is the additional element to consider, that concerns visa requirements. All potential beneficiaries should reflect on this and undertake all necessary actions timely to ensure that in case they need visa to travel to Cyprus they have adequate time to secure it.
- Visa, if needed, should be issued **at least three (3) weeks prior to the scheduled start date of the mobility period**, otherwise Erasmus+ grant cannot be secured and Open University of Cyprus has the option to decline beneficiaries and provide funding to runner-ups.

### **AT THE END OF THE MOBILITY PERIOD:**

After the completion of the mobility teaching assignment period, all beneficiaries should submit to OUC Mobility Office the following documents and certificates, as stipulated in the Erasmus+ Grant Agreement in order to receive their Erasmus+ grant:

- **EU final Report:** must be filled in and submitted online via the EU’s Mobility Tool. An automatically generated email will be sent to the beneficiary’s email account after the end of the mobility period at OUC.
- **Study Period Certificate:** this certificate will be issued and signed by OUC’s Students and Programme of Studies Support Unit and will indicate the modules/courses attended at OUC by the incoming student.
- **Transcript of Records:** again this will be issued by OUC.
- **Traveling Documents:** Erasmus+ beneficiary should submit the following documents to confirm the country of departure and the period of the mobility:

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<sup>2</sup> All information regarding payment arrangements (grant amount, prepayment percentage etc.) will be specified in the Erasmus+ Grant Agreement, that the beneficiary will sign with Open University of Cyprus.

- Copy of air tickets and payment receipts
- Boarding passes

### FUNDING:

- **Travel Grant**

Travel grant is calculated based on travel distance between the participant's city of origin and the city of destination (Nicosia, as far as Open University of Cyprus is concerned). Distance is calculated using the following special distance calculation tool of the EU:

[http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm)

Distance	Amount per Participant (Euro, €)
Between 100 and 499 Km	180
Between 500 and 1999 Km	275
Between 2000 and 2999 Km	360
Between 3000 and 3999 Km	530
Between 4000 and 7999 Km	820
Equal or more than 8000 Km	1.100

- **Subsidence Grant**

The **monthly** subsidence **grant** for Cyprus, which is financed by OUC, based on the Erasmus+ programme provisions, amounts to **800 euro**.

#### **Contact Open University of Cyprus:**

OUC Mobility Office

International Relations, Development and Communications Services

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## ANNEX I

### SELECTION CRITERIA INCOMING STUDENT MOBILITY FOR STUDIES AT OUC

Selection criteria for the evaluation of applications submitted by students of Universities based in Partner Countries and collaborating with Open University of Cyprus under Erasmus+ International Credit Mobility include the following:

- Students with disabilities and special needs have priority.
- Grade point average (GPA), based on home University transcript of records.
- English language level of proficiency (minimum B1/ B2).