



OPEN  
UNIVERSITY OF  
CYPRUS  
[www.ouc.ac.cy](http://www.ouc.ac.cy)

# ERASMUS

## EXCHANGE PROGRAMME

### Information Booklet

### Nicosia, 2011



Education and Culture DG

Lifelong Learning Programme

The Erasmus Programme is funded by the European Commission  
within the framework of the Lifelong Learning Programme

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This booklet is intended to provide information on the implementation of the Erasmus Programme at the Open University of Cyprus and is produced by the International Relations and Quality Assurance Services (IRQAS), which is administering the programme at the University.

While every care has been taken to ensure that the information contained in the booklet is accurate and up-to-date, the IRQAS is not responsible for any errors or omissions. This booklet confers no entitlement to any course, nor is it in any way to be construed as imposing a legal obligation on the International Relations and Quality Assurance Services or the Open University of Cyprus as a whole.

The information in this booklet is also available on the OUC website at:

**<http://www.ouc.ac.cy/web/guest/university/diethneis/erasmus>**



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ERASMUS

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ERASMUS

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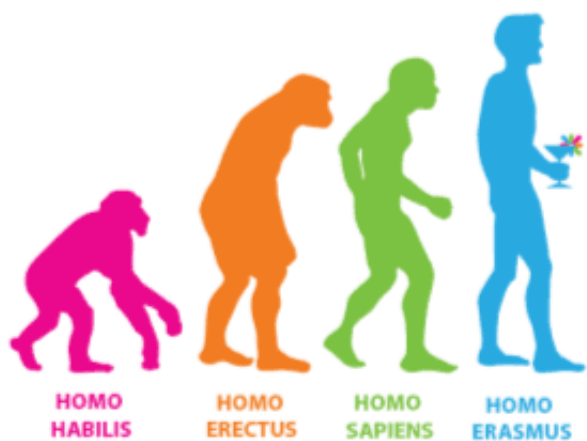


## **International Relations and Quality Assurance Services**

The International Relations and Quality Assurance Services (IRQAS) of the Open University of Cyprus is organizing and coordinating of the University's international collaboration and international relations in close contact with the University's Governing Board and Faculties. Moreover is responsible for the University's participation in EU-funded programmes, such as the Lifelong Learning Programme, and especially, the administration of the Erasmus Programme.

IRQAS provides for the most effective possible promotion and administration of OUC's international programmes, supports the Governing Board and faculty members and mediates in the establishment and implementation of bilateral agreements with universities, research institutes and centers, and other national or international organizations aiming at long-term collaborative ties. It is also responsible for coordinating the University's participation and membership in international organizations and university networks. The Unit has also responsibility for providing administrative support to the Senate Committee on International Relations and carries out activities to promote internationalization at the University, such as promoting the scientific and other academic work conducted at the Open University of Cyprus, as well as the University's public image, both at home and abroad.

Erasmus programme at OUC is a key element of a long-term strategy of internationalization. The International Relations and Quality Assurance Services has a dedicated Erasmus Office, responsible for organizing and administering the Erasmus Programme at the Open University. Tasks include the dissemination of information about the Open University of Cyprus to external agencies, partner universities and interested students, the administration of the various practical arrangements connected with mobility applications of OUC's students, faculty members and administrative personnel, as well as the correspondence with visiting students and faculty.



(ex)change your life!



## Message from the Chairman of the Governing Board

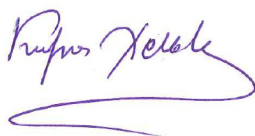
In today's globalized world, targeting a career without an international dimension is essentially inconceivable. This is why the orientation of the Open University of Cyprus is twofold; both domestic and international. Offering academic programmes based on the distance learning model, which utilizes modern teaching methods and the use of digital technologies, extends our horizons beyond borders.

OUC has identified internationalization as an important strand in its overall strategy and a key element of its further development in the future. The Governing Board places particular emphasis on OUC's international relations and the establishment of a sound network of European and international cooperation with partner universities, institutions and research centers. We envision the Erasmus Programme as one of the key means to achieve this objective and establish mutually beneficial alliances to support recruitment, research, staff and student exchanges and sharing of experiences.

We strongly believe and emphasize that participation in the Erasmus Programme provides students, faculty members and administrative personnel with numerous opportunities and benefits. Students have the opportunity to become familiar with different educational systems across Europe and benefit from the different pedagogical methods, to gain linguistically and culturally from the experience of visiting and studying in other European countries and to develop new skills and prospects for an academic and professional career. Academic and administrative personnel gain from the exchange of experience and expertise on pedagogical methods, transfer of know-how and best practices, elements useful for further professional development.

We would like to encourage you to take full advantage of the invaluable opportunities that participation to the Erasmus mobility programme has to offer, to expand your horizons, enrich your knowledge and acquire new skills and experiences.

Hoping that the information in this booklet will provide a useful insight into the Open University of Cyprus and help your academic and social integration in our University community,



Professor Costas Christou  
Chairman of the Governing Board

# PART A: INTRODUCTION TO THE OPEN UNIVERSITY OF CYPRUS

## Short Profile

The Open University of Cyprus (OUC) was founded in 2002 and admitted its first students in 2006. This new and expanding University was founded to fill an important gap for open and distance education in the higher education system of the Republic of Cyprus, in response to the growing demand for lifelong learning and quality-driven academic programmes at all levels.

The Open University is a public corporate organization and until it reaches autonomy and elect its first Council and Senate, it is directed by a Governing Board. The Administrative Services provide the essential infrastructure and support for the implementation of the Governing Board's decisions and policies and the overall operations at OUC. The Director of Administration and Finance is responsible for the organization, coordination and development of the administrative services, in addition to the implementation of the University's development plans. The Administration is composed of the following Services (Units): Academic Affairs and Students Registrar, Financial Services and Human Resources, Information Systems and Technology, International Relations and Quality Assurance, Library, Planning and Development, Research and Students Welfare.

## Mission and Objectives

The mission of the Open University of Cyprus is the promotion of higher education and lifelong learning through teaching and research, the enrichment of the cultural, social and economic development of the island and Cyprus as a centre of education and research in the neighboring region. OUC aspires to become a leading university in the Cypriot and broader European system of higher education, by offering students the most advanced technological infrastructure and educational methods for distance teaching, enabling learning without borders.

In this context, the Open University establishes itself as an innovative educational and research institution, acknowledging that education is not mere accumulation of knowledge, but it must also encourage students' active participation in the process of learning. Thus, the Open University is designing study courses at both undergraduate and postgraduate level that meet the needs of both the labor market and the society in general.

Fully understanding the requirements our global society puts on students, the Open University is establishing partnerships with other Universities in the

region, Europe and beyond, for the development of high quality international courses at the Master and PhD level in English language. The increasing number of English language courses and participation in the Erasmus Programme reinforce OUC's international character, aspiring for a steady increase of foreign students and lecturers every year. Students will therefore have the chance to gain the kind of international experience that will allow them to develop as individuals and kick start an international career.

Part of what makes a university successful is a strong record in research. The Open University promotes broad, vibrant and quality research in various areas and focuses on the development and implementation of educational methodologies and corresponding high technologies for open and distance learning. Encouraging its academia to collaborate in research projects, both at national and international level, the Open University is growing fast, fostering and supporting aspiring research personnel. In the framework of its strategic development and international alliance, the Open University is a member of various European and international university organizations and networks and cooperates, through bilateral and multilateral agreements, with universities and research centers for the promotion of education, lifelong learning, research and student and staff exchanges.

In the framework of its social responsibility, the Open University is cooperating with various institutions in Cyprus on research projects specifically aimed to target the needs of the industry and the economy of the island. Moreover, through its social endeavours and commitment to connect with society, public lectures, workshops and other events are organized as a means to promote and educate on issues of scientific and wider interest.

## **Educational Methodology**

Using a dedicated distance education model, OUC offers educational opportunities with no restrictions on time and place of study, providing the possibility for higher education through quality academic programmes at undergraduate and postgraduate levels (Master and PhD).

Distance education supports the use of modern educational methodology and corresponding technology. In distance education, members of the faculty and tutors provide high quality teaching, making use of technological means of synchronous and asynchronous communications for student support and monitoring of student progress.

The Open University's degree structure and credit system is based on the concept of Thematic Units (or Modules) adaptable to the European Credit Transfer and Accumulation System (ECTS).

OUC students have access to an e-learning platform, an electronic portal where practical

information concerning studies at the Open University and related regulations and procedures are posted, as well as information regarding Study Courses, course materials and students workload.

## Facts and Figures

The Open University of Cyprus has approximately 2000 students (based on 2010-2011 figures), a figure to which approximately 1000 students will be added in the academic year 2011-2012.

Distribution by Faculty:

- Humanities and Social Sciences 44%
- Pure and Applied Sciences 12%
- Economics and Management 44%

To date, OUC employs a total of 80 people as administrative personnel (full time and part time). The academic personnel is headed by 18 permanent faculty members and approximately 125 adjunct tutors.

## Facilities

The Open University of Cyprus has its headquarters in Nicosia, the capital of the island. The Faculty of Pure and Applied Sciences and all the University's Administrative Services are located in a newly-acquired building in Latsia, in the south of Nicosia. The Faculty of Humanities and Social Sciences, the Faculty of Economics and Management and the University Library are currently housed in the center of Nicosia. The University is investing in research infrastructure to strengthen faculty initiated research programmes and to improve research training in the sciences, including the establishment of dedicated laboratory space at the Latsia building, which provides for both research space as well as meeting space for faculty and students involved in related research activities.

Distance education entails that students have the opportunity to study at their own pace without having to attend conventional classes, seminars or labs, i.e. is a teaching methodology used when the student and teacher are separated by time and place. Thus, the proximity from the premises of the Open University in Nicosia is irrelevant to the effective delivery of high quality university education. OUC utilizes regional centers for hosting the Group Advisory Meetings (Tutorials) that are central to the educational methodology and pedagogic model used by the Open University of Cyprus. During these tutorials, students meet with their tutors and fellow students, review course material, clarify challenging points and get help with revision and examinations queries.

Teaching and learning at the Open University are mainly delivered via an innovative electronic platform that provides education in an interactive environment. The faculty uses this platform for content creation and delivery and the students to identify all relevant information concerning the courses and their modules and to contact the faculty and their fellow students using synchronous and asynchronous technologies.

## **OUC Library**

OUC's Library aims to help broaden and improve the distance learning experience of students and faculty that the Open University of Cyprus provides. The Library has therefore deliberately implemented solutions, so that its users can access the provided electronic sources in a continuous manner, regardless of their proximity to the Library currently housed in the heart of Nicosia.

The OUC Library provides an electronic gateway to a comprehensive collection of electronic sources, such as international databases, e-Journals, e-books, as well as digital collections/resources, in addition to the printed educational material provided at the Library building.

The mission of the OUC Library is to serve the learning and information needs of the academic community (undergraduate and postgraduate students, academic staff, researchers and administrative personnel), while also maintaining information services to the broader scientific community of Cyprus.

From the beginning of its establishment, the OUC Library has developed into a fully electronic (function-wise) and hybrid (content-wise) library. Its collections include printed, digital and audiovisual material. Furthermore, the Library is capable of producing material in Braille format for visually impaired users and provides access to disabled users by assisting with using physical and electronic resources.

As of October 2010, the following subsystems and electronic information services are available through the digital/virtual library:

- Online Public Access Catalogue (WebOpac)
- Subsystem of 190 databases, accessible through the Web
- Subsystem of 100 virtual collections, containing approximately 200.000 e-books, dissertations etc. on several websites.
- Subsystem of 360 useful links organized in structured indices.

All subsystems are accessible from any workstation (computer) that is connected to the University network through the OUC Library website ([www.ouc.ac.cy](http://www.ouc.ac.cy)). The website, which

is updated on an almost daily basis, contains also information of descriptive nature, such as Library rules, services provided, office hours, contact information, etc.

Facilities available at the Library building in Nicosia include computing, photocopiers, printers and study rooms. The OUC Library material is also available to external users who are not members of the Open University of Cyprus. External users wishing to borrow books and other Library material must subscribe as library members on an annual basis.

In the near future it is expected that the learning and information services provided by the OUC Library through the World Wide Web will be integrated, retrospective cataloguing of books will be completed, and information literacy courses that will inform all categories of users about the Library's information subsystems will be organized systematically.

<b>OUK Library Contact Details:</b>	
<b>Postal Address:</b>	Open University of Cyprus Library 13-15 Digheni Akrita Ave., 1055, Nicosia, Cyprus or P.O. Box 12794, 2252, Nicosia, Cyprus
<b>Office Hours:</b>	Monday – Friday, Saturday * 8.00am – 6.30pm, 9.30am – 2.30pm
<b>Website:</b>	<a href="http://www.ouc.ac.cy/web/guest/university/department/lib">http://www.ouc.ac.cy/web/guest/university/department/lib</a>
<b>e-mail:</b>	library@ouc.ac.cy
<b>Telephone Number:</b>	+357 22411799
<b>Fax Number:</b>	+357 22411981
<i>* During summer (June-August), office hours are: Monday – Friday (8.00am – 5.00pm), Saturday (9.30am – 2.30pm)</i>	



# PART B: THE ERASMUS PROGRAMME



## Short Description

The Erasmus Programme is part of the EU Lifelong Learning Programme and is designed to support the creation of a European higher education space and to strengthen the contribution of higher education and advanced vocational education in the process of innovation across Europe. These objectives are mainly attained by encouraging transnational cooperation between European universities and by improving transparency and academic recognition of qualifications and studies throughout the European Union, as a result of fostering greater European mobility of students, faculty members and administrative personnel.

The Erasmus Programme includes the following mobility actions:

- Student Mobility for Studies (SMS)
- Student Mobility for Placements (SMP)
- Staff Teaching Assignments (STA)
- Staff and Teachers Training (STT)

Thirty three (33) countries are currently eligible to participate in the Erasmus scheme:

Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, UK, Iceland, Liechtenstein, Norway, Turkey, Croatia and Switzerland.

For more information on the Erasmus Programme,  
please check its dedicated website:

**[http://ec.europa.eu/education/lifelong-learning-programme/doc80\\_en.htm](http://ec.europa.eu/education/lifelong-learning-programme/doc80_en.htm)**

The Open University of Cyprus is pro-actively engaged in a wide range of EU-funded activities and fully intends to enhance its involvement in the coming years. OUC's participation in the Erasmus Programme is coordinated and administered by the **Erasmus Office** of the International Relations and Quality Assurance Services. The Erasmus Office is mainly responsible for providing support to:

- a. Students, both incoming and outgoing, who wish to undertake recognized period of study or work placement at OUC in the first case and at partner institutions in the second case.

- b. Faculty members, both incoming and outgoing, who wish to organize a fully integrated teaching assignment of short duration at OUC or at a partner institution in the EU.
- c. Administrative Staff, who wish to receive training at partner institutions in the EU.

## The Application Process

If you are a student and wish to spend a few months abroad studying or conducting research, a professor wishing to participate in an academic exchange or if you are a member of the administrative personnel, eager to expand your career horizons by attending a training course abroad, then the Erasmus Programme is just the thing for you.

At the Open University of Cyprus students, academic and administrative personnel are, within the framework of the Erasmus Programme, presented with numerous opportunities for personal, professional and academic development. Faculties are constantly encouraged to establish new partnerships, which will bring long-term benefits to the Open University and enhance mobility opportunities for both students and staff, since the realization of any period of mobility requires the existence of a bilateral agreement between the Open University of Cyprus and a partner institution.

### I. To participate in a study period (Student Mobility for Studies) or a work placement (Student Mobility for Placements)

OUC students wishing to undertake a period of study or work placement (traineeship) in Europe as part of their degree or European students wishing to visit the Open University of Cyprus have, via the Erasmus Programme, the opportunity to expand their horizons and gain experience of living, studying and working in a foreign country.

#### For a student to be eligible to participate in the Erasmus mobility programme, s/he must:

- be registered as a full-time student at a European university in a participating country,
- have successfully completed the first year of undergraduate study (or be a registered postgraduate student)<sup>1</sup>,
- be nominated by the respective Faculty, which in practice means obtaining the support of the home university's Erasmus coordinator,
- be reasonably proficient in an appropriate foreign language (if required).

Under the Erasmus Programme, the **study period or work placement (traineeship) must be between three (3) to twelve (12) months**. Normally, students can spend either one semester or a whole academic year abroad, which depends upon the structure of their Study Course.

<sup>1</sup> Although first year students are not eligible to participate in the Erasmus Programme, during their first year studies they can research their opportunities abroad as planning ahead is recommended since for some partner universities a reasonable knowledge of their native language is required.

OUC students wishing to participate in the Erasmus Programme are treated in the following sections as “outgoing students”, whereas students from other universities wishing to spend a study or placement period at the Open University of Cyprus are labeled as “incoming students”. Once students have decided to engage in the Erasmus Programme, the process starts with an application for admission and for an Erasmus Grant.

**Will financial support be provided or fees will be charged?** The answer is: The period abroad is fully accredited towards students’ final degree and no tuition fees are charged for Erasmus students. On top of this, Erasmus students receive a monthly grant, the amount of which depends on the host country and length of stay. Students should note that the individual grant is not a large amount and it should only be viewed as a supplementary source of funding. The grant contract to be signed between the home institution and the Erasmus student will specify the initial amount of funding allocated to the student. It is important to note that students should never claim for any other European Community funding during the time of their Erasmus grant, since if they do, then the university allocating the Erasmus grant will have to withdraw it and students may lose any tuition fee waiver given to them.

All EU/EEA nationals, travelling or staying temporarily in an EU/EEA country or Switzerland are entitled to receive medical care, free of charge, when presenting the European Health Insurance Card (EHIC). Students must apply for this card, at least a month before leaving their home country.

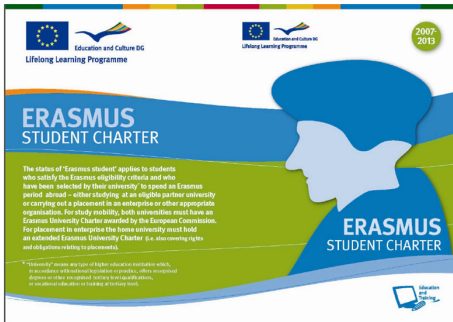
### **What is the actual application process at OUC?**

1. The **establishment of a bilateral agreement** between OUC and the host/sending institution is the first step. The interested student has to turn to the Erasmus office of his or her university that will inform him or her of the possibilities of studying abroad as well as the modalities to apply and to receive an Erasmus grant.

Information on the University’s partnership network, i.e. European universities with which bilateral agreements are signed, can be obtained by contacting the OUC Erasmus Office. Please bear in mind that the University’s Erasmus universities network is reviewed annually, with a view to consolidating and strengthening existing partnerships and establishing new ones.

2. The second step is the establishment of a **learning (or training) agreement**, which sets out the programme of studies or traineeship to be carried out at the host institution during the period of mobility. The establishment of this agreement is made between the student and the Erasmus coordinators of both home and host institution.

The “Erasmus Student Charter” sets out students’ rights and obligations with respect to their period of study abroad.



In order to receive the Erasmus grant, there are important forms to complete and submit. The Erasmus student in collaboration with the Erasmus Office of the home (in the case of outgoing students) or host institution (in the case of incoming students), should send to the partner university the following documents:

- **Application Form** for Erasmus Student Mobility, properly filled in and stamped
- **Student Learning Agreement (or Training Agreement)**, properly filled in and stamped
- Official Transcript of Records in Greek or English language (whichever applies)
- Two (2) passport-size photographs
- One (1) copy of the student’s identity card or passport
- Evidence of good knowledge of the English language.

### For Erasmus Studies:

Students are advised to carefully select the courses to include in their Learning Agreement and should always discuss them with their home academic coordinator (or supervisor) to ensure that the study period abroad forms part of the degree the student is currently working towards. Likewise, it is advisable for students to discuss the proposed Learning Agreement with the corresponding academic department at the host institution.

Please note that the Learning Agreement must be signed by both the Departmental and Institutional Coordinator of both the home and host universities.

### For Erasmus Placements:

Students who are going to be completing a traineeship period abroad (in the case of OUC students) or at a Faculty of the Open University of Cyprus (in the case of incoming students) must discuss all practicalities with their home academic coordinator (or supervisor) and decide on the training (work) programme to be carried out during the mobility period. Again, given that the Training Agreement must ensure that your placement abroad is part of your degree, it must be fully agreed upon and signed by the student and the sending and receiving institutions.

### IMPORTANT NOTES FOR INCOMING STUDENTS:

- First step is to apply for an Erasmus grant, i.e. become an Erasmus student, respecting the procedures your home institution applies. The Open University of Cyprus can only accept Erasmus students who have been nominated to OUC by their home institutions.
- The application submission deadlines for Erasmus incoming students are announced on the OUC's website: <http://www.ouc.ac.cy/web/guest/university/diethneis/erasmus>
- Because the majority of Study Courses offered at OUC are not offered on a semester basis, incoming students interested in joining the Open University of Cyprus are strongly advised to discuss their proposed Learning Agreement thoroughly with OUC's corresponding Academic Director. Please note that Erasmus incoming students can be registered for a final year project or thesis as well.
- It is the responsibility of the Faculty to accept or decline an incoming Erasmus student and this decision is essentially based on the student's ability to follow and benefit from its chosen scheme of study. Once interested incoming Erasmus students are formally accepted by a Faculty, the OUC Erasmus Office will inform each student and the partner institution as appropriate.

### IMPORTANT NOTES FOR OUTGOING STUDENTS:

- OUC students interested in the Erasmus programme should apply for an Erasmus grant within the deadlines issued by the Erasmus Office for each academic year.
- It is important for students to monitor the application deadlines for incoming students at partner universities, which can be extracted from their individual websites. Students should search for the Application Form (the registration form as Erasmus student at the host university), the Learning Agreement and, if applicable, the Accommodation Form (that is the form needed to book the accommodation) in the host university's website. Assistance is always provided from the OUC Erasmus Office.
- If you do not take any exam at the foreign university but you carry out research activities for your degree thesis, you will be required to fill in the proper OUC Learning Agreement for research activities.
- Please note that the OUC can only agree on your Erasmus exchange, if you have submitted the host institution's application form, have met all of the requirements and have been formally accepted.

**UPON ARRIVAL** at the OUC (in the case of incoming students) or the host institution (in the case of outgoing students), students should visit the corresponding Erasmus Office in order to:

- Receive a set of useful information, including access to computer resources and library
- Confirm their arrival and send the Certificate of Arrival to their home institution (for incoming students) or to the OUC (for outgoing students). Please note that without this form, no payment of Erasmus grant will be authorised.

Depending on each university's internal procedures, after pre-registration with the Erasmus Office, students might be required to visit the host Faculty and register officially. At the Open University of Cyprus, incoming Erasmus students need to register with the Academic Affairs and Students Registrar Services<sup>1</sup> to obtain an OUC student identification card.

**AT THE END OF THE PERIOD ABROAD**, before departing from the OUC (in the case of incoming students) or the host institution (in the case of outgoing students), Erasmus students should visit the Erasmus Office in order to:

- Hand in the **Final Report** (for a Study Period or a Work Placement), which is a feedback report that needs to be properly filled in by the student and stamped by the host institution.
- Receive the **Certificate of Attendance**, certifying the mobility period abroad (i.e. arrival and departure dates).

At the end of the Erasmus mobility period, the host institution must provide the Erasmus student and his/her home institution with a **Transcript of Records** endorsing that the agreed programme has been completed and confirming the results. Some universities directly issue the Transcript of Records (a certificate of all the exams taken). If not, students should ask for the Transcript to be directly sent to their university's Erasmus Office.

The home institution must also give full academic recognition for satisfactorily completed activities during the Erasmus mobility period as agreed in the Learning (or Training) Agreement, preferably by using ECTS credits. The Erasmus mobility period should also be recorded in the Diploma Supplement.

It is important to note that the Erasmus grant is depended upon the return of all the necessary forms and documents to the Erasmus Office.

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<sup>1</sup> Address: 33 Yiannou Kranidioti Ave., 2220, Latsia, Nicosia, Cyprus (admissions@ouc.ac.cy),  
Tel.: +35722411600

## Students with Disabilities

The Open University of Cyprus welcomes all students with disabilities to participate in the Erasmus Programme and provides equal access to academic studies through assistive technology and access services. Moreover, additional grants are available to students with disabilities, which apply in cases where the disability leads to costs which exceed the maximum Erasmus grant allowance.

The main services currently provided for disabled students at the Open University of Cyprus include:

- Registration of students with disabilities needs,
- Support of accessible workstations at the OUC Library,
- Coordination of volunteers for helping the disabled students.

Please contact: Student Welfare Services at [stdwelfare@ouc.ac.cy](mailto:stdwelfare@ouc.ac.cy)

## II. To teach (Staff Teaching Assignments)

Faculty members from European higher education institutions can undertake a period of mobility (Staff Teaching Assignments) to teach at the Open University of Cyprus, provided that a bilateral agreement between the two institutions is established. Likewise, OUC faculty members can visit other European HEIs and teach for a **minimum of five (5) teaching hours**. In any case, the activities of staff undertaking a teaching assignment should be integrated into the curricula of the host institution.

Please note that whereas the sending university allocates the faculty member with an Erasmus grant, in the case of staff mobility from an enterprise to a university, i.e. the invited teacher comes from an enterprise or organisation, the mobility is arranged by an invitation of the university to the staff member of the enterprise and the grant is always managed by the university receiving the staff member.

Erasmus teaching staff mobility enables lecturers, on the one hand, to travel and experience other cultures and pedagogical methods and bring their teaching ideas and techniques forward, and on the other hand, encourages universities to broaden and enrich the range and content of their Study Courses and establish links with the industry. Moreover, home students are benefiting from the knowledge and expertise of visiting academic staff from universities of other European countries.

A **formal application procedure is initiated for each academic year**. For application forms and further information, all interested faculty members should contact the **OUC Erasmus Office** at [erasmus@ouc.ac.cy](mailto:erasmus@ouc.ac.cy).

### III. To attend a training course (Staff and Teachers Training)

Erasmus staff mobility for training is a newer form of mobility that contains first and foremost staff training carried out at a partner university or an organisation/enterprise. The main objective of this action is to sponsor beneficiaries (faculty and administrative personnel) to undertake a period of training abroad and learn by transfer of knowledge and know-how from the experiences and good practices of a partner university or a host enterprise, and gain practical skills relevant to their current job and useful for their professional development.

Training activities funded under the Erasmus Programme may include participation in training seminars, benchmarking training or “job-shadowing” scheme at a partner university, workshops and conferences or even periods of practical training. Academic and/or administrative staff wishing to participate in this mobility action must agree a **Training Plan**, normally of a week’s duration, with the host university or enterprise beforehand, in order to receive the Erasmus mobility grant.

A **formal application procedure is initiated for each academic year**. For application forms and further information, all interested faculty members and administrative personnel should contact the **OUC Erasmus Office** at [erasmus@ouc.ac.cy](mailto:erasmus@ouc.ac.cy).



<b>OUC Erasmus Institutional Information</b>	
<b>Name of Institution</b>	Open University of Cyprus (CY LEFKOSI01)
<b>Type of the Institution</b>	State university
<b>Erasmus EUC number</b>	ECU 249542 extended (249542-IC-1-2009-1-CY-ERASMUS-EUCX-1)
<b>Number of students at the University</b>	Approx. 2000 in academic year 2010-2011
<b>Website</b>	<a href="http://www.ouc.ac.cy">http://www.ouc.ac.cy</a>
<b>Country / Town</b>	Cyprus / Nicosia
<b>Address</b>	P.O.Box 12794, 2252, Nicosia, Cyprus
<b>Department administering the Erasmus Programme</b>	International Relations and Quality Assurance Services (Erasmus Office)
<b>Erasmus Coordinator (name, surname)</b>	Ms. Erato – Ioanna Sarri
<b>Contact information (e-mail, telephone, fax)</b>	<a href="mailto:sarri@ouc.ac.cy">sarri@ouc.ac.cy</a> / <a href="mailto:erasmus@ouc.ac.cy">erasmus@ouc.ac.cy</a> Tel. : +35722411659 Fax: +35722411670
<b>Other Contact Persons (e-mail, telephone, fax)</b>	Ms. Marianna Prodromou <a href="mailto:prodromou@ouc.ac.cy">prodromou@ouc.ac.cy</a> / <a href="mailto:erasmus@ouc.ac.cy">erasmus@ouc.ac.cy</a> Tel. : +35722411651 Fax : +35722411670
<b>Language of instruction</b>	The language of instruction is Greek, however a selected range of Study Courses are taught in English as well.
<b>DS application and (DS Label)</b>	Not to this date
<b>ECTS application and (ECTS Label)</b>	Not to this date
<b>Semester dates:</b>	Most Study Courses are offered on a yearly basis, however a selected range of study programmes are offered on a semester basis: Winter: October-January, Spring: February-June
<b>Application deadlines for Erasmus participation:</b>	Please check <a href="http://www.ouc.ac.cy/web/guest/university/diethneis/erasmus">http://www.ouc.ac.cy/web/guest/university/diethneis/erasmus</a>
<b>Courses catalogue on Internet- address (if available)</b>	<a href="http://www.ouc.ac.cy">www.ouc.ac.cy</a>
<b>Students' assistance (any help provided, tutoring)</b>	yes
<b>Fully adapted for disabled students</b>	yes, except the electronic platform
<b>Housing Facilities</b>	no
<b>Average accommodation cost per month (in Euro)</b>	300-350 euro in apartments
<b>Average cost of living per month excluding accommodation (in Euro)</b>	450-500 euro approximately
<b>Summer language courses</b>	Not at the OUC, but other intensive Greek language courses are available in Cyprus
<b>Additional payments (Students' ID, Library access, etc.)</b>	no

## OUC Faculties and Study Courses

The Open University of Cyprus is a spawning ground for critical academic thinking, driven by a strong focus on current social issues. At OUC, education and research focus on and fall into three areas of expertise: humanities and social sciences, pure and applied sciences and economics and management. Multidisciplinary collaboration is certainly promoted, given that where disciplines meet, knowledge is further advanced.

The undergraduate and postgraduate programmes of the Open University are established on the basis of the European Credit Transfer and Accumulation System (ECTS). ECTS credits are based on the learning outcomes and student workload, i.e. time needed to complete learning activities such as seminars, projects, self-study and examinations; students need to achieve the expected learning outcomes. To obtain a Bachelor's degree, students must complete at least 240 ECTS credits according to the requirements of the programme, whereas to obtain a Master's degree a student will need to complete 90-120 ECTS credits, depending on the Study Course.

In general, the language of instruction at the Open University of Cyprus is Greek. However, a selected range of Study Courses are taught in English as well.

There are three (3) Faculties currently at OUC, offering undergraduate and postgraduate (Master and Ph.D) degrees: The Faculty of Humanities and Social Sciences, the Faculty of Pure and Applied Sciences and the Faculty of Economics and Management.



<b>UNDERGRADUATE STUDY COURSES</b>	
<b>Faculty</b>	<b>Degree</b>
Humanities and Social Sciences	Hellenic Civilization Studies

<b>POSTGRADUATE STUDY COURSES</b>	
<b>Faculty</b>	<b>Degree</b>
Humanities and Social Sciences	Education Studies **
	Theatre Studies *
	Greek Language and Literature *
	Communications and Journalism *
Pure and Applied Sciences	Information and Communication Systems **
	Environment Conservation and Management *
Economics and Management	Management of Health Units *
	Business Administration
	Business Administration with concentration in Banking and Finance
* Master and Ph.D. ** offered also in English language	

Information concerning Study Courses and other academic matters can be obtained by:

- Visiting the University's website ([www.ouc.ac.cy](http://www.ouc.ac.cy))
- Contacting the faculty member responsible for each bilateral agreement (their contact details can be attained from the OUC's Erasmus Office).

## ECTS / DS Labels

The Open University of Cyprus is currently in the process of evaluating and adjusting the ECTS credits of all its Study Courses. In the case of Erasmus student mobility, partner institutions should agree in advance on the recognition of study periods abroad. Credit transfer and accumulation are facilitated by the use of standardized ECTS documents: Student Application Form, Learning Agreement and Transcript of Records.

<b>Academic Calendar (indicative)</b>		
	<b>Fall Semester</b>	<b>Spring Semester</b>
	October – January	February - June
Registration	June-July	
Classes begin	First week of October	
Examination Period	End of May - June	

# PART C: GENERAL INFORMATION

# Introduction to Cyprus

Cyprus is a small island that gained its independence in 1960. Since May 2004, the Republic of Cyprus is a member of the European Union. It is the third largest island in the Mediterranean Sea, located in its far eastern end and is one of its most popular tourist destinations, in close proximity to the busy trade routes linking Europe with the Middle East, Central Asia and the Far East.

## Travelling to Cyprus

Travelling to Cyprus is relatively easy, being a member of the EU. The documentation required varies, depending on your nationality. A valid passport is required for a stay of up to 90 days for all bonafide tourists, except citizens of European Union countries, Switzerland, Iceland, Liechtenstein and Norway, who may enter Cyprus with their national identity card, provided that it bears a photo. Some non-EU third country nationals require a visa.

Travellers to the Republic of Cyprus may enter only through the legal points of entry: Larnaca and Paphos International Airports, or the Larnaca and Limassol ports.

## Language

Greek and Turkish are the official languages of the Republic of Cyprus, although English is widely spoken, while French and German are also well spoken within the tourist industry.

## Climate

Cyprus is probably the hottest, driest island in the Mediterranean and it enjoys more sunshine than any other Mediterranean resort - typically 340 days of sunshine a year. The rainy season is from November to March, with most of the rain falling between December and February. The spring season is mild. During April the spring flowers are at their best, by May they are starting to go over. Early May can be windy, by the middle of May the temperature is starting to shoot up. During July and August the temperature can be well above 30 degrees centigrade. Autumn extends well into November.

## Money – Currency Exchange

The currency of the Republic used to be the Cyprus pound - CY£. As from 1st January, 2008 the Cyprus pound has been replaced by the Euro as the legal tender money of Cyprus, at the irrevocable fixed exchange rate € 1 = CY£ 0,585274.

There are seven denominations in Euro banknotes: 5, 10, 20, 50, 100, 200 and 500 euro. All banks operating in Cyprus offer foreign currency exchange services and quote the exchange rates of the Euro against all major foreign currencies daily. Foreign currency can also be exchanged at hotels.

## Telephone Service

The international country calling code of Cyprus is +357.

Cyprus City Area Telephone Codes		
+357	22	Nicosia
+357	23	Famagusta
+357	24	Larnaca
+357	25	Limassol
+357	26	Paphos

Cyprus Emergency Telephone Numbers	
199/112	Ambulance
199/112	Police
199/112	Fire Service

## Driving in Cyprus

An international driving license is required.

## Public Transport

Public transport in Cyprus is rather limited. There is no train service available. There are inter-urban public bus services which connects major towns, urban buses which run within larger towns and tourist centers, and rural buses connecting smaller villages to their nearest towns.

Buses are not consistent in appearance, though the destination is usually displayed on the windscreen. Bus time tables and schedules are available from tourist offices, or directly from

the bus companies. Be aware that services stop early daily (at approximately 18:00) and there is limited bus service on weekends (some areas have no service on Sundays).

## Time and Public Holidays

Cyprus Time is GMT +2.

The days listed below are public holidays in Cyprus. All public services, private enterprises, banks and shops are closed on public holidays though many shops and certain services remain open in resorts and coastal areas.

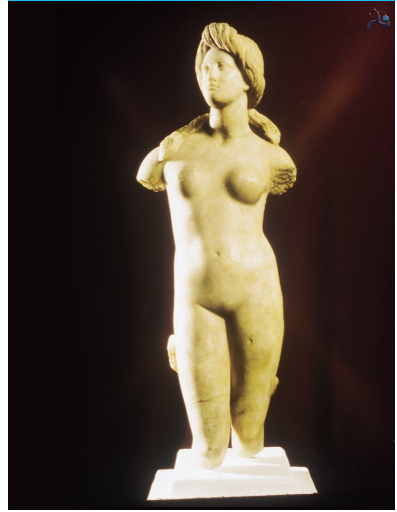
Cyprus Emergency Telephone Numbers	
1st January	New Year's Day
6th January	Epiphany Day
25th March	Greek National Day
1st April	Greek Cypriot National Day 1955-59
1st May	Labor Day
15th August	Assumption of Mary
1st October	Cyprus Independence Day
28th October	Greek National Day
24th December	Christmas Eve
25th December	Christmas Day
26th December	Boxing Day
Mobile Feast Days:	Green Monday
	Greek Orthodox Good Friday
	Greek Orthodox Easter Monday
	Pentecost (kataklysmos)

## Culture & Leisure

Archaeological evidence suggests that people first lived on the island of Cyprus 10,000 years ago. Cyprus was once the wealthiest nation in the known world and although a small island, it has an overwhelming cultural heritage. It was during the Copper and Bronze Ages when the island's rich natural copper resources were exported to other countries. Cyprus became a province of the Roman Empire in 45AD and was the first country to be governed by a Christian.

There are three (3) UNESCO World Heritage Sites in Cyprus - Paphos, the Painted Churches in the Troodos Region and Choirokoitia. The Neolithic settlement of Choirokoitia is one of the most important Neolithic sites in Europe.

The Byzantine Museum in Nicosia holds the largest collection of Byzantine Art in Cyprus. Stavrovouni Monastery in the Troodos Mountains is the oldest monastic site in Cyprus. It was founded in the 4th century by St Helena. The Sanctuary of Apollo Ylatis near Kourion, which was built in the 5th Century BC, is the largest and one of the most important historic religious sites in Cyprus.



Cyprus is a divided country. A UN buffer zone (known as the Green Line) separates the self-declared Republic of Northern Cyprus and the Greek controlled south.

There are two British military zones in Cyprus, known as Sovereign Base Areas. The two zones are a legacy of the British occupation of Cyprus which ended in 1960. Cyprus Independence Day is celebrated on the 1st of October.

For more information on Cyprus, please visit the website of the Cyprus Tourism Organization: <http://www.visitcyprus.com/wps/portal>

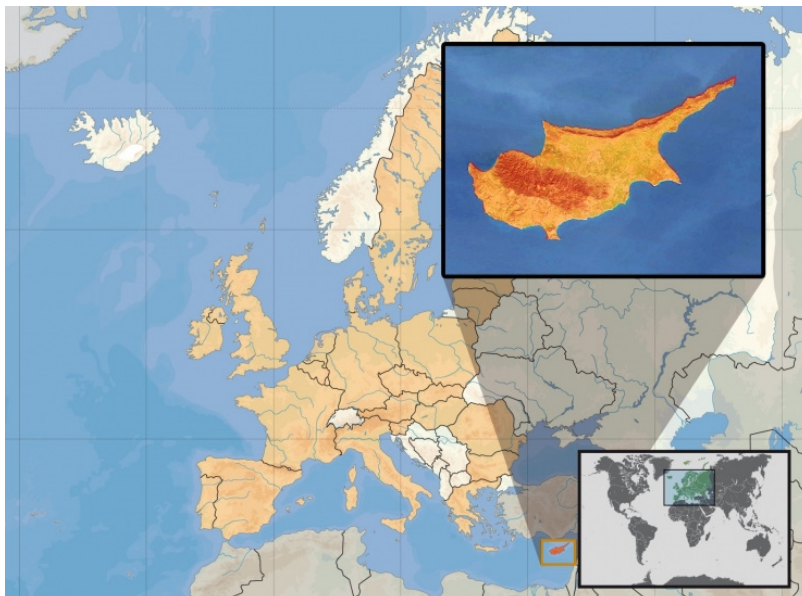
## Higher Education in Cyprus

Higher education in Cyprus enjoys a sound reputation for its high quality and the number of students is increasing rapidly the last ten years. Public universities are established by law and are financed mostly by government sponsorship. At present there are three state universities in Cyprus, two of which operate in the capital city, Nicosia (the University of Cyprus and the Open University of Cyprus) and one in Limassol (the Cyprus Technological University).

In addition to the state universities, there are currently four private universities operating in Cyprus, three of which are established in Nicosia and one operating in Paphos. These private universities are established and financed by non-governmental institutions or founders.

Although higher education is not free, the tuition fees for postgraduate study programmes at Master and Ph.D. levels are reasonable when compared to the rest of Europe.





## Practical Information on Life in Nicosia

Nicosia is a vibrant city, being the capital of the island and host to five out of the seven in total, public and private universities of the island.

### Transportation From/To the Airport

Larnaca International Airport (IATA: LCA) is an international airport located 4 km southwest of Larnaca and is the closest airport to Nicosia (49 km). The airport can be reached by car, taxi and public transport system. There is a shuttle bus system from/to Nicosia. Taxis are available 24 hours a day from outside the main entrance of the airport. Private taxis (rate is approx. €50), service (group) taxis and buses are available for transport to Nicosia.

### Accommodation

Once you know that you will be studying or completing your placement at the Open University of Cyprus, you will need to find a place to live. Since OUC is a distance teaching university, it provides no housing facilities. However, the OUC Erasmus Office will help you to find accommodation, either via private housing agencies or at the dormitories of other universities located in Nicosia.

## Cost of Living

Experience shows that the cost of living and studying in Cyprus range between 450 to 500 Euros per month, excluding accommodation. This amount is needed to cover expenses such as local transportation, food and drink, books, etc. A part time job can be a source of additional income, should you deem that necessary.

## Transportation System

Nicosia has an organized network of buses managed by the Nicosia Bus Company Ltd. All the bus routes start at the Solomos Square terminal in the city center and cover all areas of Nicosia. Buses run every 20 to 30 minutes, depending on their destination, while on weekends they run less frequently. The Nicosia Municipality runs its own buses, the Yellow Buses, which cover the city within the walls.

Urban taxi service is a 24hours service provided in all cities. There are many taxi companies in Nicosia and taxis can be booked or hired on the street. Taxi fares are regulated by law and urban taxis are provided with taximeters, charging commences upon the entering of a passenger in the taxi.

### REMEMBER:

#### Before you leave home, don't forget:

- Your Passport or National Identity Card
- Your European Health Insurance Card
- Confirmation of your acceptance at the Open University of Cyprus (incoming students and staff) or at the host institution (outgoing students and staff)





