

Before the Mobility

These documents should be submitted to the home Erasmus Office, ideally **one month before** the beginning of your mobility:

1. **Host Organization Consent Form** according to which the Employer accepts the Traineeship period.
2. **Health insurance contract/European Health Card.** Please send a copy of your European Health Insurance Card and/or a copy of a Private Health Insurance, as it is mandatory for your participation in the Program. The following areas must be covered. (Please find the provisions the insurance should cover according to the Erasmus+ Program on page 14 of the Program Guide found at http://ec.europa.eu/programmes/erasmus-plus/documents/erasmus-plus-programme-guide_en.pdf).
 - a. wherever relevant, travel insurance (including damage or loss of luggage);
 - b. third party liability (including, wherever appropriate, professional indemnity or insurance for responsibility);
 - c. accident and serious illness (including permanent or temporary incapacity);
 - d. death (including repatriation in case of projects carried out abroad).
3. **Learning Agreement for Traineeship - Before the Mobility:** the document should be duly signed and completed. [Guidelines on how to complete the document.](#)
4. **Bank Accounts details.**
5. **1st Online Linguistic Assessment:** the license to the online assessment will be sent to you from the European Commission via email. The purpose of the assessment is the collection of relevant data from participants. The result of the assessment, once is answered and submitted online will be sent to your email. The result will not affect your mobility but it is mandatory to complete the assessment. Please forward the results to the home Erasmus Office.
6. **Departure air tickets and boarding passes.** Please note that the support for the traveling expenses will be paid only if the traveling itinerary includes the departure from Cyprus (sending Institution's location) to the mobility destination and not from any other country.
7. **Grant Agreement.** The soonest all of the above are submitted, you should visit the Erasmus Office to sign the Grant Agreement.

During the Mobility

The soonest you arrive at your Host Organization you should forward to the Erasmus Office the:

1. **Arrival Departure Form:** the Host Organization should sign the Arrival Form.
2. **Student Contact Details Abroad:** **please** complete all details accordingly. It is not mandatory.
3. **Learning Agreement for Traineeship - During the Mobility part:** this should only be completed if there are exceptional changes to the Traineeship program at the Host Organization.

After the Mobility

These documents should be submitted to the home Erasmus Office upon your return to Cyprus.

1. **Arrival Departure Form**: the host Organization should sign the Departure Form.
2. **Learning Agreement for Traineeship - After the Mobility part**: should be completed and signed by the Host Organization by the end of the mobility.
3. **Erasmus+ Traineeship Certificate**, signed and stamped by the Host Organization.
4. **Transcript of Works/Employer Evaluation Form**: It should be completed by the end of your Traineeship by the Host Organization, evaluating your work performance. It is important to have the signed original document after your return. The "Sending Institution" is EUC, "Trainee" is you and the «Host Organization" the employer.
5. **Arrival Tickets and Boarding Passes**. The traveling support will be paid only if both arrival and departure tickets and boarding passes are submitted.
6. **Online Final Report/EU Survey**. The European Commission will send you through email the Online Final Report which you should fill and submit online.
7. **Erasmus+ Traineeship Report**: a questionnaire for you to complete by the end of your mobility
8. **Europass Mobility**. The Europass Mobility records any organized period of time (called Europass Mobility experience) that a person spends in another European country for the purpose of learning or training. Please follow the directions as mentioned on the attached document in order to complete the Europass Mobility Certificate.
9. **Photos and videos** of your experience abroad

General information

- **Erasmus+ Student Charter** for your information.
- In case you would like to determine your Study Mobility, the Erasmus Office at EUC should be informed immediately in writing.
- The booking of tickets and accommodation is your responsibility.
- Suggestion on accommodation search
 - ERASMUS STUDENT NETWORK – ESN: <http://www.esn.org/>
 - UNIPLACES: www.uniplaces.com/
 - HOUSINGANYWHERE: <https://housinganywhere.com/>
- Some suggestions on internet insurance providers:
 - www.protrip-world.com
 - www.dr-walter.com - info@dr-walter.com
 - insuretostudy.com - info@insuretostudy.com
 - Studentsinsured | Laan van Nieuw Oost Indië 123 | 2593 BM | The Hague | E: info@studentsinsured.com | W: www.studentsinsured.com
- The Erasmus Grant, will be paid into two installments. The 80% of the total grant will be the first installment and will be paid to your bank account within the first month of your stay abroad. The second installment will be the remaining 20% and will be paid upon your arrival to Cyprus and only if all necessary documents are submitted to the home Erasmus Office.
- You are required to attend the Erasmus+ studies for the full duration of each term according to the Academic Calendar of your Host University. The consequence in failing to do so will be the reimbursement of the Erasmus grant.
- Contact details of the Academic Coordinators may found at [here](#).

The Erasmus Office is at your disposal should you need any clarifications.