

Before the Mobility

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

- **Health insurance contract/European Health Card.** In either case, the following areas must be covered:
 - wherever relevant, travel insurance (including damage or loss of luggage);
 - third party liability (including, wherever appropriate, professional indemnity or insurance for responsibility);
 - accident and serious illness (including permanent or temporary incapacity);
 - death (including repatriation in case of projects carried out abroad).
 - If applicable, it is strongly recommended that participants in transnational activities are in possession of a European Health Insurance Card.
- **Acceptance letter from the Host University.**
- **Academic Calendar of the Host Institution:** Please forward the link of the Host University's Academic Calendar including the starting and ending dates of classes including the period of the final exams.
- ❓ **[Learning Agreement for Studies - Before the Mobility:](#)** Table A should be completed with the courses you will follow at the Host University. Table B should be completed with the courses equivalent to your Degree at EUC according to the Advisory form signed by your Erasmus Academic Advisor. Once completed please forward it to the Host University to be signed and returned. The document should be signed by you, the Host University and EUC. [Guidelines on how to complete the document are attached.](#)
- **Bank Accounts details:** IBAN, SWIFT Code, Name of the Bank.
- **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.
- **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.
- **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 University you should forward to the home Erasmus Office the:

- ❓ **[Arrival Departure Form:](#)** the Host University should sign the [Arrival Form](#).
- ❓ **[Student Contact Details Abroad:](#)** **please** complete all details accordingly. It is not mandatory.

Two weeks after the beginning of classes of the Host University you should forward to the home Erasmus Office the:

- ❓ **Learning Agreement for Studies - During the Mobility**: this part should only be completed if you need to change any of the courses you have selected in Table A. In case of a change, your Erasmus Academic Advisor should be informed and approve the change. Only when you have the written approval of your Erasmus Academic Advisor you should complete Table A2 with the change. Table B2 should be completed with the equivalent course to your Degree at EUC. This part should be signed by the Host University and sent to your home Erasmus office.

After the Mobility

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

- ❓ **Arrival Departure Form**: the host University should sign the Departure Form.
- ❓ **Learning Agreement for Studies: After the Mobility**: should be completed and signed by the Host Institution by the end of your mobility. Table C should be completed with the courses, grades and ECTS gained. Table D should be completed with the equivalent course to your Degree at EUC. This part should be signed by the Host University.
- ❓ **Erasmus Mobility Certificate**. The document should be signed by the Host Institution by the end of your mobility.
- **Online Final Report/EU Survey**. The European Commission will send you through email the Online Final Report which you should fill and submit online. The soonest you submit it, a link to the completed form will be returned to you. You should send the link to the home Erasmus Office.
- **Arrival Tickets and Boarding Passes**. The traveling support will be paid only if both arrival and departure tickets and boarding passes are submitted.
- **Official Transcript from Host Institution**. Only when the official transcript of records is submitted, the gained ECTS will be transferred to your Degree.
- ❓ **Erasmus+ Study Report**: a questionnaire for you to complete by the end of your mobility.³
- ❓ **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.
- **Photos and a short video of your experience**. It should be escorted by a short description of your experience as well. These would be used for promotional reasons of the Program.

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

- o www.dr-walter.com - info@dr-walter.com
- o insuretostudy.com - info@insuretostudy.com
- o 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 be found [here](#).
The Erasmus Office is at your disposal should you need any clarifications.