



# Erasmus+ Programme

– Mobility for learners and staff –  
Higher Education Student and Staff Mobility

## Inter-institutional<sup>1</sup> agreement 2014-20[21]<sup>2</sup> between programme countries

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. They commit to respect the quality requirements of the Erasmus Charter for Higher Education in all aspects related to the organisation and management of the mobility, in particular the recognition of the credits awarded to students by the partner institution.

### A. Information about higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details <sup>3</sup> (email, phone)	Website (eg. of the course catalogue)
University of Algarve	P FARO02	Sofia Nunes, E.U. Programmes Coordinator <a href="mailto:mobilidade@ualg.pt">mobilidade@ualg.pt</a> +351 289 800 003	<a href="http://www.ualg.pt">www.ualg.pt</a>
CYPRUS UNIVERSITY OF TECHNOLOGY Dr. Charalambos Chrisostomou Director for Research and International Relations Erasmus Institutional Coordinator	CY LIMASSO02	CYPRUS UNIVERSITY OF TECHNOLOGY P.O. Box 50329, 3603, Limassol-Cyprus Tel: 00 357 25 00 25 62 Fax: 00 357 25 00 27 63 <a href="mailto:c.chrisostomou@cut.ac.cy">c.chrisostomou@cut.ac.cy</a>	Web: <a href="http://www.cut.ac.cy">www.cut.ac.cy</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

	CY LIMASSO02		
Despina Michael  Lecturer Department of Multimedia and Graphic Arts		Tel: +357 25 00 2183  <a href="mailto:despina.michael@cut.ac.cy">despina.michael@cut.ac.cy</a>	
Stavroulla Antoniou  Erasmus Officer Service for Research and International Relations		<a href="mailto:Stavroulla.antoniou@cut.ac.cy">Stavroulla.antoniou@cut.ac.cy</a>  Tel: +357 25 00 23 90 Fax: +357 25 00 27 63	Web: <a href="http://www.cut.ac.cy">www.cut.ac.cy</a> <a href="http://www.cut.ac.cy/erasmus/data/">http://www.cut.ac.cy/erasmus/data/</a>

## B. Mobility numbers<sup>4</sup> per academic year

The partners commit to amend the table below in case of changes in the mobility data by no later than the end of January in the preceding academic year.

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Study cycle [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships *
					[total number of students/total number of months of the study periods or average duration <sup>4</sup> ]	
P FARO02	CY LIMASSO02	03	ART AND DESIGN	1st	2 students x 5 months = 10	
CY LIMASSO02	P FARO02	03	ART AND DESIGN	1st	2 students x 5 months = 10	

[\*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements are

<sup>4</sup> Mobility numbers can be given per sending/receiving institutions and per education field (optional\*:  
<http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>)

not compulsory for Student Mobility for Traineeships or Staff Mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching  [total number of days of teaching periods or average duration*]	Staff Mobility for Training †
P FARO02	CY LIMASSO02	03	ART AND DESIGN	1 teaching staff/5 days (min. 8 hours teaching)	TBD
CY LIMASSO02	P FARO02	03	ART AND DESIGN	1 teaching staff/5 days (min. 8 hours teaching)	TBD

### C. Recommended language skills

The sending institution, following agreement with the receiving institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level <sup>5</sup>	
				Student Mobility for Studies  [Minimum recommended level: B1]	Staff Mobility for Teaching  [Minimum recommended level: B2]
P FARO02		Portuguese	English	English B1	English B2
CY LIMASSO02		Greek	English	English B1	English B2

<sup>5</sup>For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see

<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

For more details on the language of instruction recommendations, see the course catalogue of each Institution.

## D. Additional requirements

### CY LIMASSO02

<http://www.cut.ac.cy/erasmus/data/>

CUT organizes EILC courses of Greek for Incoming participants every August prior to students' studies. The Language Centre provides Greek Language courses annually, for all language levels, designed to offer adequate linguistic support to Incoming students as well as staff interested to attend them. Courses are free of charge. Apart from Greek, Incoming participants can attend English, French, Spanish and German language courses.

#### Language of Instruction

Greek is the official language of instruction. Incoming students are encouraged to attend the Greek Language intensive courses- EILC- offered by the Language School of the University. They may also attend free of charge Greek intensive courses offered during the semesters. Both options give 5 and 4 ECTS respectively.

Incoming students are also expected to have knowledge of the English language up to level B1 at least. They should include in their application documents official language examination certificates such as TOEFL, IGCSE or other similar. In case these are not available the students must present a certificate from their home university which verifies their knowledge of English Language up to level B1 and at the same time indicate the courses and level of English attended on their Transcript of Records. It is up to the host department to decide whether this certificate is considered enough for the student's acceptance. Currently the Department of Communication and Internet Studies offers an English semester of 30 ECTS during the spring semester. Other CUT Departments may offer bibliography, assignments, tutorials and exams in English for certain courses that are pre-agreed with the academics in the relevant departments.

#### Courses

All courses taught at CUT are described in the official Language of the University, Greek. Course information can be also found in the web page of each department independently. A Course catalogue in English is updated on the website regularly so as to allow incoming participants to make well informed choices prior to mobility.

<http://www.cut.ac.cy/university/administration/proffice/publications/?languageId=2>

**Course catalogue:** <http://www.cut.ac.cy/erasmus/?contentId=119640>

## E. Calendar

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
---	-------------------------	-------------------------



<b>P FARO02</b>	31 <sup>st</sup> May	31 <sup>st</sup> October
<b>CY LIMASSO02</b>	May 15 <sup>th</sup> for academic year/ Fall Semester	October 31 <sup>st</sup> for Spring Semester including Summer Placements

2. The receiving institution will send its decision within [4] weeks after the application deadline.
3. A Transcript of Records will be issued by the receiving institution no later than [5] weeks after the assessment period has finished at the receiving HEI. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
4. Termination of the agreement

The above mentioned parties agree to cooperate in the following activities under the terms of the Erasmus+ Programme. Both parties agree to abide by the principles and conditions set out in the Erasmus+ Guidelines for Applicants and - if the application is successful- the Financial Agreement, and will work according to the principles of the Erasmus University Charter. Both parties undertake to abide by the bilaterally agreed terms of this cooperation agreement and will endeavour to carry out the agreement to best of their abilities. Cancellation of the agreement, additional activities and changes in mobility data can be made annually if communicated before October 1<sup>st</sup>.

*"Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."*

#### Cyprus University of Technology (CY LIMASSO02)

The receiving institution will send its decision within six weeks.

A **Transcript of Records** will be issued by the receiving institution no later than [5] weeks after the assessment period has finished at the receiving HEI. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*

#### Termination of the agreement

The inter-institutional agreement may be amended by mutual agreement. The inter-institutional agreement may be terminated by either party. In the event of unilateral termination, a notice of at least one academic year should be given. In the event of such notice being given, all existing commitments to staff or students will be fulfilled. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

**P FARO02:** The receiving institution will send its decision within six/eight weeks.

A **Transcript of Records** will be issued by the receiving institution no later than [5] weeks after the assessment period has finished at the receiving HEI. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*

Termination of the agreement

The inter-institutional agreement may be amended by mutual agreement. The inter-institutional agreement may be terminated by either party. In the event of unilateral termination, a notice of at least one academic year should be given. In the event of such notice being given, all existing commitments to staff or students will be fulfilled. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

### 3. Academic Calendar

Receiving institution [Erasmus code]	Autumn term [from - to]	Spring term [from - to]
CY LIMASSO02	September start- December 23 <sup>rd</sup> including exams	January- May end including exams

## F. Information

### 1. Grading systems of the institutions

#### Cyprus University of Technology (CY LIMASSO02)

Program Requirements: The grading system is numeric from 0 to 10 rounded to the nearest half unit and 5 is the passing grade. A student must satisfy the program requirements as described in the University's prospectus corresponding to the year of entry

Grade Point	Meaning
9.5 – 10.0	Excellent with Distinction (Άριστα με Διάκριση)
8.5 – 9.49	Excellent (Άριστα)
6.5 – 8.49	Very Good (Άριον Καλώς)
5.0 – 6.49	Good (Καλώς)
I	Incomplete
P	Pass (non marked course)
W	Official Withdrawal of course

#### Calculation of Semester Grade Point Average (GPA)

For each course, the number of credits is multiplied by the numerical value of the ordinal grade received to obtain the Grade Points:  
(Number of ECTS) X (Numerical (European) Value of the Ordinal Grade) = Grade Points

Then, calculate the semester grade point average by dividing the sum of grade points by the sum of the semester credits: (Sum of Grade Points) / (Sum of Semester Credits)  
= Semester Grade Point Average

#### P FARO02: Description of the Institution's grading system

The result achieved in a course unit whether through continuous assessment or in an examination, is generally expressed in a 0 to 20 grading scale.

The lowest passing grade is 10.

ECTS credits:

1 full academic year = 60 credits

1 semester = 30 credits

1 trimester = 20 credits

ECTS grading scale:

ECTS scale	% of the successful students normally achieving the grade	Definition
A	10	EXCELLENT - outstanding performance with only minor errors
B	25	VERY GOOD - above the average standard but with some errors
C	30	GOOD - generally sound work with a number of errors
D	25	SATISFACTORY - fair but with significant shortcomings
E	10	SUFFICIENT - performance meets the minimum criteria
FX	-	FAIL - some work required before the criteria can be awarded
F	-	FAIL - considerable further work is required

## 2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
P FARO02	<a href="mailto:mobilidade@ualg.pt">mobilidade@ualg.pt</a> phone : +351 289 800 003	<a href="http://www.ualg.pt/home/en/content/coming-0">http://www.ualg.pt/home/en/content/coming-0</a>
CY LIMASSO 02	Erasmus Office	

[Erasmus@cut.ac.cy](mailto:Erasmus@cut.ac.cy)

Tel: 00 357 25 00 23 90

Visas are not required for European Union (E.U.) students

Non – European Union (non E.U.) students should contact the University of Cyprus to inquire whether they need to apply for a visa. Should a visa be required, students may apply to the Cyprus Embassy or Consulate in their country of origin.

– Visa Requirements for citizens from countries that there is a Cyprus Embassy or Consulate

Those students will obtain their visa from the Cyprus Embassy or Consulate in their country. However, to be able to do so they are required first to submit at Cyprus University of Technology the following documents (two copies each). It is to be noted that the Cyprus Civil Registry and Migration Department, will forward the documents of each individual at the Cyprus Embassy or Consulate in their country:

- Certified copy of a valid passport or other travel document to cover:
  - At least its intended course of study or
  - At least two years,
- Duly certified copies of academic qualifications.
- Duly certified copy of good conduct letter from the police authorities in their country with an official translation into English or Greek. This letter is considered valid for a six month period.
- Duly certified copies of medical certificates attesting to good health, and including blood tests (hepatitis B, C, HIV and syphilis) and Chest X-Ray (Tuberculosis). Medical examinations are considered valid for a four-month period.
- Acceptance letter from Cyprus University of Technology, with full description of his/her program and its duration.
- Documentary proof from a bank in their country that first-semester tuition fees have been transferred through Western Union/ Money Gram or by swift transfer (this is not required when the foreigner is granted a full scholarship).
- Documentary proof from a bank in their country that the student can afford to pay his/her living expenses in Cyprus and tuition fees or documentary proof for granting a scholarship from an institution in their country. Students must present in cash or travel checks the amount of \$2.600 or €2.000 for their living expenses (full scholarship students are excluded).
- 4 passport size photographs.
- €85,43 visa fees.

The above documents are requested to be duly certified and will be certified by the Embassy/Consulate of Cyprus. The Cypriot Embassy or Consulate in their country will contact the individuals and invite them for an interview. At the time of the interview they need to present the original documents of all the above. If the entry visa is granted to the individual, the Consulate will stamp his/her documents and will return them back to him/her. The students who are successful in obtaining a Visa they have to present the stamped documents as they were presented during the



	interview at the Embassy/Consulate, at the point of entry at Larnaka airport in Cyprus
--	--

### **3. Insurance**

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
<b>P FAR002</b>	<a href="mailto:mobilidade@ualg.pt">mobilidade@ualg.pt</a> phone : +351 289 800 003	<a href="http://www.ualg.pt/home/en/content/insurance-0">http://www.ualg.pt/home/en/content/insurance-0</a>
CY LIMASSO02	Erasmus Office Tel 00 357 25 00 23 90 Fax 00 357 25 00 27 63 <a href="mailto:Erasmus@cut.ac.cy">Erasmus@cut.ac.cy</a>  The Student General Accident Insurance Scheme mentioned at <a href="http://www.cut.ac.cy/erasmus/data/">http://www.cut.ac.cy/erasmus/data/</a> which costs 7€, will be covered on behalf of the Erasmus Office for each incoming student. Please keep in mind that the start period of the Student General Accident Insurance Scheme starts mid October for all (local or international Students) and is valid until the end of academic year ( May end). Students are expected to use their own Health and Safety Plan prior or after the above mentioned period. A visit to Hospital/ Clinic for medical reasons is only free to Governmental Hospitals in the event that students present their European Blue card (or health card).  E.U. students, who have the European Medical Card E111, are entitled to free medical care by Cyprus national hospitals, upon presentation of the card.  Non – E.U. students, as well as E.U. students not in possession of the above card, must obtain private medical insurance for in-hospital and outpatient medical treatment in Cyprus  All students must have medical insurance in their country. Any further document required by a Company during a placement regarding liability, must be arranged on the part of the Incoming Student.	

### **4. Housing**

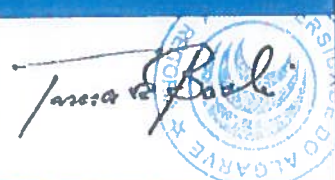
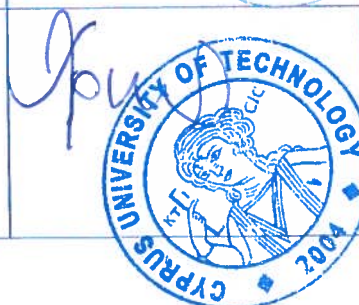
The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information

sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
P FARO02	mobilidade@ualg.pt phone : +351 289 800 003	<a href="http://www.ualg.pt/home/en/content/acommodation-0">http://www.ualg.pt/home/en/content/acommodation-0</a>
CY LIMASSO02	<b>Housing Office:</b> <a href="mailto:housing@cut.ac.cy">housing@cut.ac.cy</a> <a href="mailto:c.anaxagorou@cut.ac.cy">c.anaxagorou@cut.ac.cy</a>	<a href="http://www.cut.ac.cy/studies/accommodation/studenthalls/">http://www.cut.ac.cy/studies/accommodation/studenthalls/</a>

**G. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

Institution [Erasmus code]	Name, function	Date	Signature <sup>6</sup>
P FARO02	Prof. Doutor Tomas Boski, Vice-rector	20/02/2014	
CY LIMASSO02	Dr. Charalambos Chrisostomou Director for Research and International Relations	24/2/14	

<sup>6</sup> Scanned signatures are accepted