

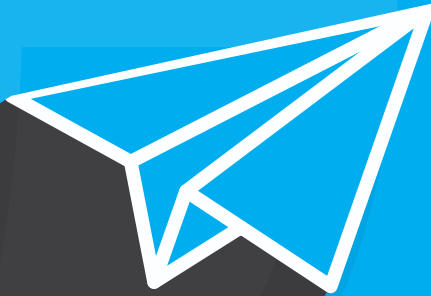


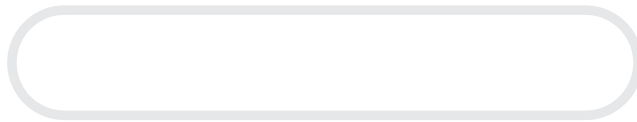
OPEN
UNIVERSITY OF
CYPRUS
www.ouc.ac.cy

PRACTICAL GUIDE

FOR ERASMUS+

INCOMING STUDENTS





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**Thank you for your interest
to join the Open University of Cyprus (OUC)!**

In this practical guide you will find helpful insights about OUC and the Erasmus+ programme, as well as useful information about transportation, accommodation, medical care and insurance, access to the University's facilities, as well as the Erasmus Student Network operating in Cyprus.

RECTORATE (STRATEGY - QUALITY - OUTREACH)

The Rectorate (Strategy - Quality - Outreach) supports the development of OUC's international collaborations with other universities, research centers and organizations, as well as coordinates its participation in the Erasmus+ programme. The Unit is also responsible for the quality assurance mechanisms of the University's academic and administrative processes, as well as the implementation of OUC's Communications Strategy and the promotion and strengthening of the University's public image in Cyprus and abroad.

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The OUC Mobility Office, operating under the Rectorate of the Open University of Cyprus, is responsible for the organisation and management of the Erasmus+ mobility activities. It organises inter-university agreements and monitors their implementation, provides information about the University to external agencies, universities/organisations and interested foreign students/staff that plan to visit OUC, while also offering assistance on the Erasmus+ Programme to students, academic, research and administrative staff of the Open University of Cyprus.

ERASMUS+ MOBILITY OFFICE

COORDINATOR: Erato Ioanna Sarri
EMAIL: sarri@ouc.ac.cy / erasmus@ouc.ac.cy

STAFF AND STUDENT MOBILITY: Erato Ioanna Sarri / Alexandros Palechoros
EMAIL: erasmus@ouc.ac.cy
TELEPHONE: (357) 22 411 659 / 944

OFFICE HOURS: Monday-Friday (8.00 am. – 3.30 pm.)

POSTAL ADDRESS:
Open University of Cyprus
Rectorate
Mobility Office
PO Box. 12794, 2252 Nicosia, Cyprus

OPEN UNIVERSITY OF CYPRUS

ouc.ac.cy

The Open University of Cyprus is a public Higher Education Institution. Established in 2002, OUC is the country's only University specialised in open and distance education and the promotion of lifelong learning. OUC offers interdisciplinary, career-oriented and accredited Bachelor, Master's and PhD degree programmes in both 'classical' and 'cutting edge' scientific areas.

VISION

The Open University of Cyprus is committed to opening up education to all, and strives for an outstanding, challenging, and transformative teaching and learning experience of high academic standards and unrivalled links with the business world and society. OUC seeks to grow as an innovative, people-centred University with impact at the global education and research community, as well as to contribute effectively to the State's objective to transform Cyprus into a regional educational and research centre.

MISSION

The Open University of Cyprus strives for educational excellence that encompasses inclusive access to higher education, providing an equal-opportunity, open education system that fosters learning and teaching. Students are always at the centre of attention and the University facilitates a student-centred learning environment that promotes active self-learning and imparts lifelong learning skills and competences to students useful to start or advance their professional careers and fulfil their personal aspirations and goals. The University aims to combine its international reach and flexible operations and structure, using both to support the State's vision to establish Cyprus as a regional centre for education, scientific research and innovation, a hub for international scholars and students alike. Towards this direction, OUC expands its network of collaborators and establishes strong partnerships with Universities and research institutions in the broader region and beyond, promoting educational and research cooperation and mobility of students and staff.

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FACULTIES AND EDUCATIONAL METHODOLOGY

OUC is organised around three Faculties:

- Faculty of Humanities and Social Sciences
- Faculty of Pure and Applied Sciences
- Faculty of Economics and Management

Each Faculty offers high-quality, inter-disciplinary undergraduate and postgraduate programmes of study in both classical and contemporary scientific areas. OUC main teaching language is Greek; yet a number of Master's degree programmes are offered in English. OUC also provides opportunities for lifelong learning and continuous training by offering all its Modules (i.e. Thematic Units) as stand-alone courses open to all, as well as training programmes of short duration.

OUC PROGRAMMES

<https://www.ouc.ac.cy/index.php/en/studies>

The University's degree structure and credit system is based on the concept of Thematic Units (or the 'course/module' of conventional universities) in accordance to the European Credit Transfer and Accumulation System (ECTS). Some programmes of study are offered with year-long Modules (two academic semesters), while the majority of OUC programmes are offered with the semestrial study system. The fact that OUC embraces the ECTS credit system enables a two-way inter-university relationship between conventional universities and the Open University of Cyprus, and facilitates student exchanges and mobility.

OUC's educational technology, in combination with modern teaching and learning methods supported by multi-format educational materials, respond to the diverse needs of the students, allowing them to study wherever and whenever they wish, using any digital platform.



OUC E-LEARNING PLATFORM eClass

<https://eclass.ouc.ac.cy>

The University's main educational tool is the eLearning Platform –eClass– that facilitates online teaching and learning through the establishment of virtual classrooms, supports lecture capture, live and video on demand lectures and tutorials, and integrates real-time and asynchronous collaboration tools. Concisely, OUC's eLearning Platform is a comprehensive and constantly evolving eLearning system backing the educational process across all its phases.

Accordingly, OUC's distance education and blended learning methodology differs from conventional classroom-based education, mainly because it allows students to complete their studies and obtain their degree, breaking down the rigid barriers of traditional education, without physically attending scheduled lectures, and –in case students are already employed– without disrupting work routines or leaving their workplace.

Students use eClass to:

- access their course materials,
- organise their study calendars,
- submit their formative assignments and coursework,
- receive feedback on their progress,
- attend to online lectures and hybrid group tutorials, and
- watch recorded lectures at their own pace and place.



RESEARCH

Research at the Open University of Cyprus is wide-ranging and interdisciplinary, and includes both individual projects by its academic and research staff and collaborative efforts that involve local and international universities, research centers and institutions. Under its internationalization strategy, OUC develops strong and effective partnerships with foreign research teams, which provide opportunities for international collaboration and active involvement in multidisciplinary projects, covering emerging developments in various fields.

The following Research Labs currently operate at OUC:

- **The Chemical Engineering and Engineering Sustainability Lab**
<https://www.ouc.ac.cy/index.php/el/research/research-labs/chemech>
- **The Cybersecurity and Telecommunications Research Lab**
<https://www.ouc.ac.cy/index.php/el/research/research-labs/cybersecurity>
- **The Computational Cognition Lab**
<https://www.ouc.ac.cy/index.php/el/research/research-labs/cognition>
- **The Educational Technology Lab**
<https://www.ouc.ac.cy/index.php/el/research/research-labs/edutech>
- **The Terrestrial Ecosystems Management Lab**
<https://www.ouc.ac.cy/index.php/el/research/research-labs/temlab>
- **The Cyprus Center for Algorithmic Transparency (CyCAT)**
<https://www.ouc.ac.cy/index.php/el/research/research-labs/cycat>

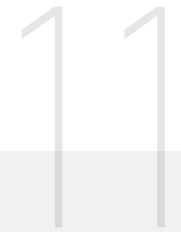


PROFESSIONAL SERVICES

The overall objective of OUC's Professional Services is to deliver excellent services and continuous support to faculty, staff and students, striving to fulfill the University's mission. OUC aim is to create an environment that attracts and retains highly qualified administrative personnel that assumes responsibility, delivers exceptional customer care and takes initiatives based on professional ethics.

The University's administrative structure is as follows:

- Academic Affairs and Student Welfare Services
- Central Secretariat and Central Archive
- Directorate of Administration and Finance
- Financial Management Service
- Human Resources Services
- Information Technology Services
- Laboratory of Educational Material and Methodology
- Library
- Operational Support Services
- Rectorate
- Research, Innovation and Liaison Services
- Strategy Management Service



OUC LIBRARY

OUC Library provides open access to knowledge and is a gateway to a comprehensive collection of books, journals and other related publications. Through the Library's electronic resources, OUC community members have access to electronic international databases, e-journals, e-books, as well as digital collections and other resources. OUC Library also offers access to the University's academic publications, student dissertations and theses. The University Library is located at 48, Archbishop Kyprianou Ave., 2235 Latsia, Nicosia, Cyprus. It is open from Monday to Friday 08:00-18:00 (September-May) and 08:00-15:00 (June-August).

WEBSITE

<https://www.ouc.ac.cy/index.php/en/library-menu-eng>

E-MAIL

library@ouc.ac.cy

ACADEMIC CALENDAR

Beginning of the academic year	September 1st
End of the academic year	July 31st
Winter semester	Early September to late December
Spring semester	Early January to mid of May

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CONTACT US

Main OUC building:
33, Giannou Kranidioti Ave.,
2220 Latsia, Nicosia, Cyprus.

University Library:
48, Archbishop Kyprianou Avenue,
2235 Latsia, Nicosia, Cyprus.

Call center: +357 22 411 600

E-mail: info@ouc.ac.cy

For the Erasmus+ programme you may contact the **OUC Mobility Office** at erasmus@ouc.ac.cy

EXAMINATION PERIODS

Incoming students may take examinations three (3) times throughout the academic year as follows:

- December for the Winter Semester Thematic Units
- May for the Annual and Spring Semester Thematic Units
- June: repeat examination of both the Winter and Spring Semester Modules



THE ERASMUS+ PROGRAMME

Erasmus+ is the European Union programme to support education, training, youth and sport in Europe and third countries. It aims to boost people's personal development and job prospects, offering opportunities for people of all ages and background to study, train, and gain experience at institutions and organisations in different countries. In addition, the Programme funds international partnerships between universities, organizations and companies pursuing to strengthen their cooperation and develop strong links between education and the labor market.

THE ERASMUS+ PROGRAMME SUPPORTS:

- Opportunities to study, train, gain work experience or volunteer abroad.
- Education, training and youth sector staff to teach or learn abroad.
- The development of digital education and the use of ICTs.
- Language learning.
- Strategic partnerships among educational institutions and youth organisations with peers in other countries in both their own sector and other sectors, in order to foster quality improvements and innovation.
- Loan-guarantee facility for master's degree students to finance their studies in another country.
- Exchanges, cooperation and capacity building in higher education and the youth sector worldwide.

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In the framework of the Erasmus+ programme, OUC is actively participating in the following two Student Mobility actions:

- Students Mobility for Studies (SMS)
- Students Mobility for Placements (SMP)

Incoming students for Studies

OUC welcomes incoming students for studies only from partner Universities under Erasmus+ institutional agreements.

Exchange students that have secured Erasmus+ grant by their Home University wishing to visit OUC for studies should submit to the OUC Mobility Office (erasmus@ouc.ac.cy) the following documents:

- OUC Incoming Exchange Student Application Form, duly signed
- Learning Agreement, duly signed
- Language certificate (if requested by OUC)
- Copy of passport/ID
- Recent Transcript of Records

Application Deadlines:

- For students applying for the winter semester/academic year: June 30
- For students applying for the spring semester: November 30

If their application to study at the Open University of Cyprus is approved by the OUC Mobility Office, the Erasmus+ students will be registered in one of the programmes of study offered by OUC, and attend the Thematic Units agreed upon in their Learning Agreements. They will be supervised by their cohort's Tutor, and will be provided with an OUC email address to access the OUC's state-of-the-art eLearning Platform for their studies.

Incoming students for Placements

Exchange students that have secured Erasmus+ grant by their Home University wishing to undertake a placement at the Open University of Cyprus should submit to the OUC Mobility Office (erasmus@ouc.ac.cy) the following documents:

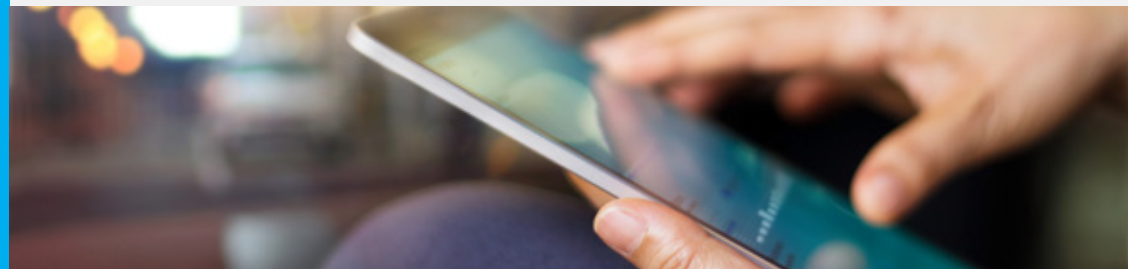
- Incoming Exchange Student Application Form for Traineeships, duly signed
- Training Agreement, duly signed
- Language certificates (if requested by OUC)
- Copy of passport/ID
- Latest Transcript of Records

Applications Deadline:

At least two (2) months prior to the incoming student's planned arrival at OUC.

Their application needs to be approved by the OUC Mobility Office. During their training period at OUC, incoming students will be supervised by the head/coordinator of the relevant Professional Service or Research Lab.

Working hours are from 8:00 / 8:30 CY local time until 15:00 / 15:30 Monday to Friday, unless other arrangements are made with the competent mentor/supervisor.



BEFORE ARRIVAL

Students may travel to Cyprus through Larnaca or Paphos international airports, as well as the ports of Larnaca, Limassol, Latsi and Paphos, which are under the control of the Republic of Cyprus. Entering Cyprus from any other entry points (i.e. Turkish-occupied areas) is consider illegal.

Larnaca International Airport is located 4 km southwest of the city of Larnaca and is the closest to the capital Nicosia (49 km). The second airport of the island is Paphos International Airport, 146 km from the capital. Both airports are accessible by shuttle bus, private car and taxi.



ARRIVING TO CYPRUS

Students should visit the Mobility Office of the University during the first few days of their arrival to Cyprus. Incoming students for studies should provide the OUC Mobility Office with a passport photo to register and receive their student ID card. They will also be provided with an OUC email address so as to access the OUC's state-of-the-art eLearning Platform for their studies.

RETURNING TO YOUR HOME INSTITUTION

OUC will provide incoming students for studies with all the necessary documents they should submit to their Home University, i.e. Transcript of Records for the courses attended at OUC, Learning Agreement, and Mobility Certificate.

Upon successful completion of any student mobility placement, Open University of Cyprus provides a certificate of successful completion, as well as the Europass document.

INCOMING STUDENTS TESTIMONIALS

I would like to share with you my Erasmus+ experience, as it was my first time of participating in such kind of a programme, but I hope it will not be the last one! Evidently, at the beginning, I experienced an adjustment period, but the benefits from this mobility are much more than any initial fears that I had. I am very thankful for the assistance and understanding showed by my coordinators at the Open University of Cyprus. Cyprus is a beautiful and comfortable place for students, while the weather is perfect almost throughout the year, especially during the spring semester. I would like to mention the user-friendly and advanced OUC eLearning Platform that students use without any problems. The OUC Mobility Office gave me the opportunity to be part of the Erasmus+ Staff Week conference, and also undertake a short internship through which I gained a lot of useful and practical knowledge. I would like to thank OUC's staff especially for this! Overall, I am satisfied with my stay in Cyprus during the period of my Erasmus+ programme, and I will recommend other students to become members of the Erasmus+ family.

Anna Apalkova

Home University: Kuban State University, Russia

OUC Mobility: One semester at the MBA programme offered in English

I spent my last master's semester in Nicosia, Cyprus. The island is very easy to explore by bike and has so much to offer! Since I was studying at the Open University of Cyprus, which is a distance teaching university I was able to schedule my time flexibly. This type of learning was new to me, and a very rewarding experience. I used the University's eLearning Platform capacities and communication tools to interact with my tutors and fellow students. I can only recommend it!

Selver Dogan

Home University: Stiftung Universität Hildesheim, Germany

OUC mobility: One semester at the MA Continuous Education and Lifelong Learning offered in Greek with support in English

PRACTICAL AND USEFUL INFORMATION

TRANSPORTATION

Public transportation in Cyprus is covered by bus services only. There are local buses in all cities, and long-distance buses connecting the island's cities with regular daily routes, as well as buses connecting villages with nearby cities. Buses also cover routes from and to airports, on a daily basis. Visitors may also use private transportation services, such as taxis.

Nicosia has its own network of public buses (<https://www.publictransport.com.cy/>) covering almost any area of the district. Buses run through their daily bus stops every 20 to 30 minutes (depending on the destination) and have more flexible routes on weekends. Visitors may also use the Municipality of Nicosia buses, known as 'Yellow Buses', free of charge, for the old town and the city centre. Alternatively, visitors may also use one of the several taxi companies operating in the island, by appointment. At the city center (Eleftheria Square) taxis may be found throughout the day. Taxi fares are regulated by law and drivers are required to use a taximetre.

TELECOMMUNICATIONS

There are three telecommunication companies operating in Cyprus: Cyta, Epic and Primetel, and Cablenet.

More information about their services and packages offered is available at the following websites:

Cyta
<https://www.cyta.com.cy/personal>

Epic
<https://www.epic.com.cy/el/page/start/home>

Primetel
<https://primetel.com.cy>

Cablenet
<https://cablenet.com.cy>

In order to make a phone call to Cyprus from abroad, dial 00357 and then the eight-digit phone number.

TELEPHONE AREA CODES:

- +357 22 Nicosia
- +357 23 Famagusta
- +357 24 Larnaca
- +357 25 Limassol
- +357 26 Pafos

EMERGENCY PHONE NUMBERS:

- 199/112 Medical Help
- 199/112 Police
- 199/112 Fire Department



WORKING HOURS AND PUBLIC HOLIDAYS

The local time in Cyprus is Eastern European Time (EET) (UTC+02:00) or Eastern European Summer Time (EEST) (UTC+03:00) during the summer.

Public services operating hours are flexible all year round. Operating days are from Monday to Friday, 07:30-08:30 and 15:00-16:00. The days listed on the right are public holidays in Cyprus. All public services, banks and nearly all private businesses are closed on public holidays, though many shops and certain services may remain open in tourist areas.

1st Jan.	New Year's Eve
6th Jan.	Epiphany
25th Mar.	National Holiday
1st Apr.	National Holiday
1st May	Labour Day
15th Aug.	Dormition of Theotokos
1st Oct.	Cyprus Independence Day
28th Oct.	National Holiday
24th Dec.	Christmas Eve
25th Dec.	Christmas
26th Dec.	Boxing Day

MOVING HOLIDAYS

- Green Monday
- Good Friday (before Easter Sunday)
- Easter Monday
- Pentecost Day



INSURANCE

All exchange students should make arrangements to receive the European health insurance card along with a valid accident and liability insurance that will cover their traineeship or study period in Cyprus. A copy of these must be sent to the OUC Mobility Office (erasmus@ouc.ac.cy), before arrival in Cyprus.

Please see the European Health Insurance (EHIC) website for information on how to get the card in your country here:

<https://ec.europa.eu/social/main.jsp?catId=559>



VISA REQUIREMENTS FOR NON-EU STUDENTS

Citizens from EU/EEA countries do not need a student visa to enter or stay in Cyprus. Only a valid passport or an ID card stating their nationality is necessary. Non-EU/EEA citizens need a student visa to enter Cyprus. Information can be found on the following link:

<https://mfa.gov.cy/visa-information.html>

More information about the Foreign Diplomatic Missions in Cyprus can be found at the following link:

<https://mfa.gov.cy/embassies,-high-commissions,-consulates-general-and-honorary-consulates-by-country.html>

The process of applying and acquiring visa can be assisted by the OUC Mobility Office. Please contact erasmus@ouc.ac.cy



ACCOMMODATION

Incoming exchange students should find and book accommodation in Cyprus, since OUC is a distance teaching University and does not have a campus or dorms. The OUC Mobility staff may assist all exchange students in finding suitable accommodation. Furthermore, students may contact the Erasmus Student Network Cyprus <https://esn.org/> for further assistance.

It is important that incoming students make sure that when looking for accommodation in Nicosia, they do not include options located in the occupied areas of the island.

The average rent for a single room is 250-300 euros per month, without considering fixed costs of water, electricity, etc. In Cyprus, the sockets are G type and the output current is 240V so an power plug (travel) adapter might be useful. The monthly bus fare for students is 20 euros.

For more information on staying in Cyprus you can visit the Erasmus Student Network (ESN) guide:

<https://esn.org/studentguidebook>

ERASMUS STUDENT NETWORK (ESN)

You can find useful information about ESN in Cyprus, student life on the island, housing, healthcare, ESN programs and much more here:

<https://www.facebook.com/ESNcyprus/>





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