

## ERASMUS POLICY STATEMENT

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With its involvement in Erasmus activities and the Life-Long Learning Program, the CSMM intends to address the following three important areas of growth: the development of the student experience, investment in the career development of CSMM staff and faculty and thirdly, the contribution to the research activities of the CSMM's parent institute, CING. The target groups for mobility activities will include students of the CSMM as well as academic and administrative staff.

### **Inter-institutional Agreements**

The Cyprus Institute of Neurology and Genetics (CING), which is the parent organization of the CSMM, has existing inter-institutional agreements based on a comprehensive understanding of each partner institution, compatibility of academic profiles (level/standards considered adequate for mobility activities) and a relationship of trust between the institutions in making academic decisions. The CSMM, being a recently established School plans to build upon this approach with the aim of forming collaborations to supplement and complement each Institute's areas of expertise. The CSMM's objectives in choosing partners depend firstly on similar programs offered at partner institutes for the exchange of students and on a second level, common research grounds where researchers/faculty of the CSMM can partake in exchanges with international colleagues. The CSMM will focus on partnerships with top-ranking educational and research institutes worldwide where there are common grounds of research and education for mutually beneficial partnerships.

### **Communication of ERASMUS Opportunities**

Amongst the main priorities of the CSMM's International Relations and Student Affairs services (as part of the Education Office) is the promotion of ERASMUS opportunities and support mechanisms for outgoing and incoming participants. Awareness of such opportunities and support will be conducted via the School's website, social media accounts, direct email campaigns as well as through the various forms of promotional literature used by the School, for example the annual prospectus. The publication of the Charter and the EPS on the School's website is a key action indicating the CSMM's commitment to fulfilling its role and obligation towards all participants of mobility activities.

### **Support Mechanisms**

All participants of mobility programs will be treated in accordance with the equal opportunities in place at the CSMM and CING. This includes equality of academic treatment for students and equality of rights to development and promotion for staff members. Periods spent abroad by CSMM staff will reflect positively on their career. They will count as part of their continuous professional development; therefore, staff will be encouraged to participate and gain international exposure. The CING Personnel Office will provide briefing sessions with staff on their return from mobility programs, to assess the

outcomes, which can be taken into account for staff assessments, Continuous Professional Development and used for structural reform. Staff members' achievements will be used as a positive example and communicated via the websites, social media and newsletters, as well as with presentations and training sessions which they will lead and where they can share their experiences and newly-gained expertise with colleagues.

Student's achievements will be used as examples to others and will be communicated via the websites, social media and newsletters, as well as with presentations where they can share their experiences with fellow students. The CSMM commits itself to recognising any study abroad periods officially included in Learning Agreements. The CSMM commits to promptly provide students with the adequate Transcript of Records (in English).

As set out in the CSMM's Language Policy, the CSMM will endeavor to make arrangements with a neighboring university, which will provide language courses, where those involved in mobility projects will take a placement test based on the Common European Framework for Language, in order to assess the level and class within which they should be placed.

A "home-institute mentor" for outgoing students will maintain contact & monitor progress throughout the exchange. For staff, Managers will have this role. The CSMM Policy for the Integration of incoming mobile participants into the institution's everyday life provides for an Induction period including an orientation week, integration of the exchange student in social activities, a Buddy Scheme, a guide to the culture of the host country, a quick-guide to the culture of the host institute. Mentoring and support arrangements include the following: Appointment of an Academic Mentor who is a CSMM Faculty member for incoming students to advise and monitor their progress. In addition the CSMM's International Relations and Student Affairs services (as part of the Education Office) will assist with Visa & entry information, accommodation, counseling and assistance for participants with special needs.