**D. Erasmus Policy Statement (EPS)**

*a) Please describe briefly your institution's strategy, objectives and priorities for its Erasmus activities (mobility, multilateral projects, etc.) and any other actions in the context of the Lifelong Learning Programme (2007-2013).*

*b) Please also provide information on the following points:*

*What specific actions are planned to give visibility to Erasmus activities and what type of publicity will be given to the Erasmus University Charter and the EPS?*

*What kind of arrangements, if any, does the Institution ensure to comply with non-discrimination objectives (e.g. actions related to gender equality, integration of disabled students and staff, enhancement of social and economic cohesion and combating of xenophobia and racism)?*

original language [EN]

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| The mission of the College of Tourism and Hotel Management is to provide a full educational experience in which students and faculty develop intellectually and personally. The College’s strategy is to contribute to the development of quality lifelong learning through mobility and further cooperation within the European Area of Higher Education. The College offers flexible and transparent academic programs enabling and encouraging individuals to realize their full potential through innovative curricula. The College aims to open up opportunities for personal and professional growth and development for Erasmus students by offering them a world-class instruction. Through the College’s academic programs and mobility opportunities, students are prepared for work or are encouraged to continue their studies. Teachers also benefit by sharing common practices with colleagues of partner institutions in the Community. The Erasmus scheme encourages teachers to learn how other institutions work in order to further cooperate within the priorities of the LLP. The College also develops the teaching and learning of languages and strongly promotes linguistic diversity in the field of education and training. The College of Tourism and Hotel Management publicizes Erasmus activities by hosting Information Days for students and teachers. A Selection Committee then takes place to discuss the suitability of the candidate with assistance provided by the Erasmus Office. Feedback meetings are organized to evaluate experiences and provide guidance to prospective outgoing students and staff. The EUC is publicized by promoting its principles within the College and publishing the EPS on the College website. The College actively promotes the admission of all international students regardless of gender, disability, race, creed, national origin and social and economic status. Its non-discrimination policy is highly prominent, namely in the integration of European and Asian students. The College also promotes equality between the sexes. Lecturers advise students on their chosen field of study based on educational choices that are conducive to enhanced employability regardless of sex. The College supports the integration of disabled students into education in general. Apart from increased financial support, the College stresses the importance of pedagogical accessibility of the teaching content and the new college campus is easily accessible for the physically disabled. Combating racism and xenophobia is actively encouraged through a variety of awareness-raising initiatives. Firstly, the College encourages its staff to develop new pedagogical tools and strategies that reflect a tolerant society. The College promotes intercultural education through field trips and events such as its International Night. The College encourages the participation of persons disadvantaged socially and economically for mobility through means of the selection process and possible financial support. |

*Quality of academic mobility activities:*

*What kind of specific measures are implemented in the institution to ensure high quality in academic mobility activities?*

*Details should be provided on: recognition and credit systems, the provision of information on curricula, information and counselling of outgoing students, tutoring and integration of incoming students, provision of student services (in particular accommodation), preparatory and refresher language courses, support and acknowledgement of staff mobility.*

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| The College is committed in providing high quality on incoming and outgoing academic mobility activities. The ECTS and the Diploma Supplement are currently in the process of implementation to replace the existing credit system. Updated curricula information is constantly available on the College’s website.  Incoming students are assisted with accommodation and transport prior to their arrival through the student affairs office and they are given full guidance about the College and the host country/city during the induction session. Upon arrival, they are assigned an advisor who assists them with their assimilation in the College life. They are invited to take part in various social events and in foreign language learning. The College offers two foreign languages in its programs of study and also holds free Greek language classes. This allows Erasmus students to integrate further into the host country and promotes understanding and tolerance of their new environment and culture. Student advice and counseling is also provided by the Erasmus office and is considered to be of high priority and responsibility.  Visiting Erasmus staff is facilitated with accommodation, transport and visit arrangements. Incoming lecturers are given a presentation of the College and of the Cyprus Educational System and they are offered warm hospitality.  The College holds Information Days every semester for both students and staff. It has put in place provisions for transparent procedures during the selection process to ensure high quality in mobility activities. Outgoing students and teachers benefit from the effective assistance and counseling of the Erasmus Office on all matters. The Erasmus student’s study period abroad is fully recognized by the College. Staff mobility is extremely active at the College and it is acknowledged as an important aspect of professional development. |

*Quality of student placement activities:*

*What kind of specific measures are implemented to ensure high quality in student placements? Give details on how the work-programme and the placement agreements are prepared and implemented. Please describe the practical arrangements agreed between the parties.*

*Please specify also the monitoring and evaluation of the placement(s) period as well as its recognition in the curriculum.*

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| The College plans to create structured partnerships with the business community to ensure high quality placements for students within their field of study. The College will use its established contacts to collaborate with local and regional enterprises in the tertiary sector and other professional organizations to prepare placement agreements. The chosen partners will be asked to sign a letter of intent, which outlines their responsibilities and confirms their commitment to the placement agreement. The College and the placement companies will draft the work program and the placement agreement jointly. The College will facilitate the selection procedure by organizing recruitment days for the partner organizations.  The College and the placement companies will make all the provisions to offer all necessary assistance to the trainee for his/her smooth integration in the working environment.  The College will monitor and evaluate the student on the placement by providing on-site visits and will require the student to complete a logbook during his/her placement as well as an evaluation report at the end of his/her placement. The immediate supervisor of the trainee in each enterprise will also fill in an evaluation questionnaire.  The importance of an integrated placement in the curriculum is fully recognized by the College authorities. Therefore ECTS credits will be awarded for the successful completion of a period spent on a placement activity. |