



# AMERICANOS COLLEGE

## Erasmus Policy Statement

By participating in the LLP activities, Americanos College (AC) intends to explore new educational perspectives, to stimulate innovation and enhance the quality of education it offers.

Through student mobility and placements and by developing its bilateral agreements portfolio, AC aims to provide its students with the opportunity to benefit educationally, linguistically and culturally through the experience of living, studying and working abroad. It also aims to assist its students to adapt to the specific requirements of the E.U. labor market.

Through teacher mobility, AC will give the opportunity to all its students to benefit from the knowledge and expertise of incoming teachers, especially on subjects not usually offered at the College. Moreover, AC's outgoing teachers will learn and benefit from the know-how of host institutions.

AC will organize Intensive Language Courses (ILC) aiming to prepare linguistically its outgoing students (especially in languages other than Greek, English and French that we consistently offer) for their mobility period. For the same purpose, Greek and English ILC will be offered by AC to incoming students.

AC's curricula are revised regularly so that they meet students and society's needs. To enhance this effort, AC aims to participate as a partner in curriculum development projects that would lead to new/revised qualitative curricula that can be introduced by the College.

AC's Research Centre concentrates in projects that have an impact on the social, economical and technical development of the public and private sector in Cyprus and abroad. AC, through its Research Centre, aims to participate in several thematic networks and multilateral projects.

AC will organize internal conferences and information days to present LLP activities. Information will be also provided in hard copy using announcements within the College, leaflets and the "College Times" (AC's newspaper). Our continuously updated website will provide electronic information through an easily accessible and readable webpage. The above means will also be used to publicize EUC and EPS.

At AC, all students can socialize by participating in several extra curricular clubs and organizations. Involvement in such activities fosters respect for personal and cultural diversity. There are also numerous student associations representing the different ethnic groups in AC through which students promote their history, customs and culture. The Students Union also exists to promote the social, cultural and other interests of students. Concerning xenophobia, AC's advisors will provide sympathetic support and advice, helping students to develop independence, discover their own resources and find their way through their difficulties. To enhance the economic cohesion within the College, AC provides financial assistance to students who evidently face substantial financial problems and scholarships based on student's academic performance.

AC, students and partner institutes will always draw up learning agreements (specifying the courses to be taken up, duration, assessment, ECTS) before undertaking mobility. No outgoing/incoming student should leave/come to AC without prior signature of the learning agreement by all parties. By the end of mobility,

AC will provide incoming students and their institutions with official transcripts confirming the completion of the agreed program and listing student's courses and results.

AC provides its graduates with Diploma Supplements (DS) and has already started the procedure as from 2008 to allocate ECTS credits to all its courses and use ECTS to describe the requirements of all its curricula. ECTS, DS and Information Packages will enhance transparency and academic recognition and help mobile students to make a choice of courses based on reliable and comparable data.

Outgoing students will be selected subject to personality, academic performance and language skills. Incoming students will have the opportunity for linguistic preparation through the ILC organized by AC.

AC will work hard to be warm and friendly for incoming students. The Office of Student Affairs will offer orientation helping incoming students to learn about AC and Cyprus and be exposed to academic and counseling issues. It will also provide them with information on available accommodation and estate agencies.

Regarding teacher mobility, the lectures to be delivered will be pre-agreed in teaching agreements signed by all parties thus ensuring their integration into the program of the host institute. AC will provide outgoing teachers with financial and practical support and their mobility will be recognized for their academic career within the College.

Returning students/teachers will have to submit a feedback report, describing their experience abroad, which will be used by AC to assess the quality of the exchange programs. AC will also make it available to future participants.

AC will use its international relations and memberships in order to contact EU organizations and develop the necessary cooperation portfolio for student placements. Success in placement activities relies upon the effective cooperation with host organizations. Clear definition of each party's responsibilities, well-designed placement agreements and continuous communication are dimensions on which AC will concentrate and work hard with its partners.

In cooperation with host organizations and students involved, AC will always draw up clear, pre-agreed and signed by all parties placement agreements (description of the working/training to be taken, duration, learning objectives and outcomes, methods of assessment and requirements to pass, ECTS value) before undertaking any placement.

AC will make every effort in order to ensure that a placement is fully and adequately recognized. The use of ECTS to describe its curricula and the information to be provided through the Information Packages is a strong tool that will help it to introduce, relate and accommodate placements as a credited part of its programs of study.

AC will provide participants with prior departure linguistic preparation, assistance and information as for participants in student academic mobility. Monitoring and assistance will be continued during the placements through on line communication and AC's visits abroad.

Outgoing students will have to submit, upon completion of their placement, a log-book report in which the actual student's performance on learning objectives will be presented, analyzed and evaluated by the host organization. A description of the student's placement experience will also be included. The log-book, signed by the host organization, will be used as a reference for the Coordinator and the advisors of outgoing students to supervise, evaluate, assess and assign ECTS credits to the placement. It will also provide feedback to the College for future improvements.