

CSMM Policy for mentoring/support arrangements and integration of incoming mobile participants and mentoring/support arrangements for outgoing students and staff on mobility programs

The CSMM is committed to providing support to incoming and outgoing participants of mobility programs. In addition, the CSMM Learning Agreement stipulates equal academic treatment of all students whether incoming or outgoing mobility participants.

Measures taken include:

- **The CSMM International & Studies Office**, as the first and main point of contact for incoming students and staff, will be available throughout the process, in order to provide essential information, guidance and assistance with:
 1. Obtaining a Visa where this is necessary
 2. Accommodation: The Office will assist the incoming mobility participant with finding suitable accommodation, either via providing options for properties to let close to the CING/CSMM premises, or via agreements with local Universities who will provide accommodation within their halls of residence
 3. Counseling, assistance for special needs: Arrangements will be made by the Office for any needs the incoming participant may have.
- **Induction period:** during the first week of arrival at CSMM, the International and Student Affairs Office will host an orientation week for incoming students and staff on mobility programs. This will aim to achieve full integration and inclusion of the exchange student/staff member into the School's culture and social activities.
- **Buddy Scheme:** the International and Student Affairs Office will appoint an existing student who is familiar with the CSMM and CING (most likely one of the four class representatives), as a "Buddy" for the incoming student. For staff incoming staff members this role will be taken on by a member of the Department which will play host to the visitor or alternatively by a member of the HR department. The Buddy will be responsible for taking the incoming students/staff member on a tour of the CING/CSMM premises, ensuring they become familiar with time-keeping methods used at the Institute, informing them about safety measures and generally being a "friendly face" for the new-comer, who can be a point of contact for queries in general regarding the CSMM/CING and life in Cyprus.
- **Guides:** The International and Student Affairs Office will provide incoming mobility participants with a guide to the Institute including clocking-in/out procedures, the culture of the host Institute as well as other essential information which will help to inform the new-comer about the CING and CSMM. Similarly, the Office will also provide incoming participants with a guide to

Cyprus which will include essential information as well as information on the the culture of the host country.

Mentoring arrangements:

- **For incoming students/staff:** The CSMM International & Studies Office will appoint an Academic Mentor (Faculty member) for all incoming students, who will provide advice and guidance on any academic matters and will be responsible for the fulfillment of the Learning Agreement and delivery of the Transcript of Records. For incoming staff members of mobility programs, this Mentor role will be taken on by the Manager/Head of the Host Department, or by a member of the CING Human Resources Department.
- **For outgoing students/staff:** The above mentioned Mentor role will take the form of a “home-institute Mentor” who will maintain contact and monitor progress throughout the exchange. For outgoing staff members, their Managers will take on this role.

Measures taken under the CSMM Language Policy, to assist outgoing staff and students on mobility programs:

- 1) In collaboration with a neighboring university, offer the outgoing participant fast track courses in the host Institute’s language. Participants will take an assessment test based on the Common European Framework for Language to assess their level.
- 2) For staff members, the CSMM will provide study leave for attendance of language courses, prior to the exchange.
- 3) The CSMM will reimburse participants with costs for buying books & audio visual aids up to the amount of €80.