

ANNEX TO THE ERASMUS + INTER-INSTITUTIONAL AGREEMENT with the University of Genoa

Key Action 1 – mobility for learners and staff – Higher education Student and Staff Mobility

1. Information about higher education institutions

1.1 Institutional details

Name of the Institution	Institut Français de Mécanique Avancée
Erasmus code	F CLERMON25
Institution website	http://www.ifma.fr/
International Students webpage	http://www.ifma.fr/International
Information for incoming students	
Course catalogue	

1.2 Main contacts

Institutional Coordinator	Mr David Turner
Contact details	Tel.: +33 4 773288068 Email: david.turner@ifma.fr

Other useful contacts	Departmental Coordinator: Ms Caroline Besse Tel.: +33 4 773288036 Email: caroline.besse@ifma.fr
-----------------------	--

2. Recommended language skills

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ¹	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
F CLERMON25	0715	French	-	B1	B2

*Level according to Common European Framework of Reference for languages (CEFR), see

<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

3. Additional requirements

F CLERMON25:

Please contact the International office relinter@ifma.fr or the Erasmus coordinator for further information or if you require help.

Course Catalogue: <http://www.ifma.fr/International/FormationStagesEtranger/pid/1452>

4. Calendar

4.1 Applications/information on nominated students must reach Institut Français de Mécanique Avancée by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
F CLERMON25	15 th of June	30 st of November

4.2 Decision

The receiving institution will send its decision within 8 weeks, provided the documents are complete.

4.3 Transcript of records

A Transcript of Records will be issued no later than 5 weeks after the assessment period has finished at Institut Français de Mécanique Avancée.

5. Information

5.1 Grading system of the Institution

¹ For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

Website: _____

Other information

F CLERMON25:
IFMA applies the European Grading System

5.2 Visa

Institut Français de Mécanique Avancée will provide assistance, when required, in securing visas for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
F CLERMON25	relinter@ifma.fr 0033 473288015	http://www.ifma.fr/International

5.3 Insurance

Institut Français de Mécanique Avancée will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

The institution will inform mobile participants of cases in which insurance cover is not automatically provided.

Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
F CLERMON25	relinter@ifma.fr 0033 473288015	http://www.ifma.fr/International

5.4 Housing

Institut Français de Mécanique Avancée will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contacts and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
F CLERMON25	relinter@ifma.fr 0033 473288015	http://www.ifma.fr/International