

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	UNIVERSITE DE CAEN BASSE-NORMANDIE
Erasmus code	FCAEN01
Institution website	www.unicaen.fr
International Students webpage	http://webetu.unicaen.fr/international/etudier-a-caen/etudiants-d-echange/
Information for incoming students	https://unicaen.moveonnet.eu/moveonline/incoming/welcome.php
Course catalogue	http://www.unicaen.fr/lve/

1.2 Main contacts

Institutional Coordinator	M. SAEZ Sébastien - Directeur du carré <i>international</i>
Contact details	Maison des Langues et de l' <i>International</i> – Esplanade de la Paix – CS14032 – 14032 CAEN Cedex 5 – France
Other useful contacts	Mme DUVAL Christine carré <i>international</i> – Département Mobilité Internationale (DMI) Esplanade de la Paix – CS14032 – 14032 CAEN Cedex 5 – France – Tél. 0033231566478 – Fax 0033231566078 – e.mail : christine.duval@unicaen.fr

2. Recommended language skills

Subject area	Language of Instruction	Recommended language of instruction level*	Type of mobility
All subject area	French	B2	Studies

*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

4. Calendar

4.1 Applications/information on nominated students must reach _____
(Name of Institution) by:

Autumn term	June, 1 st
Spring term	October, 1 st

4.2 Decision

The receiving institution will send its decision within 4 weeks.

4.3 Transcript of records

A Transcript of Records will be issued no later than 5 weeks after the assessment period has finished at Université de Caen Basse-Normandie.

5. Information

5.1 Grading system of the Institution

Website: <http://webetu.unicaen.fr/international/etudier-a-caen/etudiants-d-echange/>

Other information

5.2 Visa

L'Université de Caen Basse-Normandie 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:

Contact details	Outgoing : Mme DUVAL Christine – christine.duval@unicaen.fr Incoming : Mme BREARD Bénédicte – intl.erasmus.entrants@unicaen.fr Outgoing : Mme DUVAL Christine – christine.duval@unicaen.fr Incoming : Mme BREARD Bénédicte – intl.erasmus.entrants@unicaen.fr
Website	www.unicaen.fr

5.3 Insurance

L'Université de Caen Basse-Normandie 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:

Outgoing : Mme DUVAL Christine – christine.duval@unicaen.fr

Incoming : Mme BREARD Bénédicte – intl.erasmus.entrants@unicaen.fr

5.4 Housing

L'Université de Caen Basse-Normandie 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:

Contact details	Incoming : Mme BREARD Bénédicte – intl.erasmus.entrants@unicaen.fr
Website	www.unicaen.fr