

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	Université Paris-Est Créteil Val-de-Marne UPEC
Erasmus code	F PARIS 012
Institution website	www.u-pec.fr/
International Students webpage	
Information for incoming students	
Course catalogue	http://www.en.u-pec.fr/learning-french-377409.kjsp?RH=1280326443843&RF=1280326888715

1.2 Main contacts

Institutional Coordinator	ILIOPOULOU-PENOT Anastasia
Contact details	anastasiailiopoulou@hotmail.com 61 av. du général de Gaulle 94010 Créteil Cedex FRANCE

Other useful contacts	
	International affairs officer EVUORT Jessica Tel. 0033156726007 Jessica.evuort@u-pec.fr MOUCHET Emmanuelle Tel.0033156726079 Emmanuelle.mouchet@u-pec.fr

2. Recommended language skills

Subject area	Language of Instruction	Recommended language of instruction level*	Type of mobility
	French/English	B1	SMS
	French/English	B2	STA

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

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

3. Additional requirements

Incoming student: The original learning agreement (no copy is accepted) with the exams done by the student can be given or sent directly to him/her OR to the International Relations and Mobility Office of the student university.

For all other information, the student can get in touch the person in charge of the International affairs at the Faculty.

Outgoing student: The Learning Agreement or the changed Learning Agreement has to be given to the French student who will submit it to the approval of the professor coordinator of his/her mobility.

Students and Staff with disabilities:

<http://www.u-pec.fr/etudiant/vie-etudiante/etudes-et-handicap/accompagnement-des-etudiants-handicapes-282099.kjsp?RH=WEB-FR>

4. Calendar

4.1 Applications/information on nominated students must reach Université Paris-Est Créteil Val-de-Marne UPEC by:

Autumn term	May, 31st
Spring term	November, 15 th

4.2 Decision

F PARIS012:

2. The UPEC will send a detailed Erasmus nomination list by e-mail or with another modality to nominate Erasmus students from F PARIS012 (such as online nominations, e-nomination, etc...).

3. Partner Universities have to send a detailed Erasmus nomination list by e-mail (to relint@u-pec.fr) or with another modality to nominate Erasmus students from F PARIS012 (such as online nominations, e-nomination, etc...).

4. The F PARIS012 will send its decision (information package) within 8 weeks at the maximum from the reception of the nominations.

5. Erasmus incoming student at UPEC has to collect the Transcript of Records before leaving the UPEC; otherwise the Transcript of Records will be issued and sent it to the personal post address of the student or to his university.

6. Termination or modification of the agreement:

A unilateral decision to discontinue or to change the exchanges notified to the other party will depend on each faculty.

4.3 Transcript of records

A Transcript of Records will be issued no later than ___ weeks after the assessment period has finished at _____ (Name of Institution).

5. Information

5.1 Grading system of the Institution

Website: <http://www.u-pec.fr/>

Local grade (note/barème) : scale from 0 to 20.

20 means:	best mark (admis)
10 means:	just passed (admis)
0 to <10 means:	fail (ajourné)

If an examination exam has not been taken, the result is "défaillant"

Local Grade for degrees (mention au diplôme)	In French	In English
16 to 20	TRES BIEN	EXCELLENT
14 to <16	BIEN	VERY GOOD
12 to <14	ASSEZ BIEN	GOOD
10 to <12	PASSABLE	SUFFICIENT

Even if grades are awarded on a scale of 0-20, the tradition is such that grades higher than 16/20 are very rare. Passes with High Honors (15-16/20) are also relatively few in number. The University does not calculate rank in class.

5.2 Visa

Université Paris-Est Créteil Val-de-Marne UPEC 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	relint@u-pec.fr
Website	http://www.u-pec.fr/

5.3 Insurance

Non Eu students can get a private insurance during his registration at UPEC for the study period.

Eu students can ask their home authorities for the European Health Insurance (“TEAM”) for the full Erasmus study period.

5.4 Housing

Université Paris-Est Créteil Val-de-Marne UPEC 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	relint@u-pec.fr
Website	http://www.u-pec.fr/