



_____ **INSEEC** **BORDEAUX** _____ **Institut Supérieur des Hautes Etudes
Economiques et Commerciales.**_____

Logo of Institution

Name of Institution

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	INSEEC
Erasmus code	F BORDEAU 40
Institution website	http://www.inseec-france.com
International Students webpage	
Information for incoming students	
Course catalogue	

1.2 Main contacts

Institutional Coordinators	<p>Florence RAMILLON Director of International Relations Groupe Inseec framillon@inseec.com Sylvie HOVINE Recruitment and International Programs Manager (Outgoing students) shovine@inseec.com Bénédicte CHARTIER International Relations Office (Incoming students) bchartier@inseec.com</p> <p>INSEEC Bordeaux Hangar 19 Quai de Bacalan CS60083 33070 Bordeaux-Cedex Phone : +33 556 00 73 73 Fax : +33 556 00 73 74</p>
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Contact details	<p>Sylvie HOVINE Recruitment and International Programs Manager</p> <p>Address : Inseec Bordeaux Hangar 19 Quai de Bacalan CS60083 33070 Bordeaux Cedex France</p> <p>Phone : + 33 556 01 77 56 Fax : +33 556 00 73 74 Email : shovine@inseec.com</p>

Other useful contacts	<p>Bénédicte CHARTIER bchartier@inseec.com Phone : +33 556 01 77 81 Fax : +33 556 00 73 74</p>

2. Recommended language skills

Subject area	Language of Instruction	Recommended language of instruction level*	Type of mobility
340	French and English	B2 English	Student mobility
340	English		Staff Mobility

*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	31th May Academic Calendar : September-December
Spring term	15 th October Academic Calendar : January - May

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 _____ (Name of Institution).

5. Information

5.1 Grading system of the Institution

Website: _____

Other information

F BORDEAU40 :

Note /20	Lettres ECTS	
18 à 20	A+	Excellent +
16 à 17,99	A	Excellent
15 à 15,99	B+	Very good +
13 à 14,99	B	Very good
11 à 12,99	C	Good
9 à 10,99	D	Satisfactory
8 à 8,99	E	Sufficient
5 à 7,99	Fx	Fail
0 à 4,99	F	Fail

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5.2 Visa

_____ INSEEC Bordeaux _____ (name of Institution) 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	bchartier@inseec.com Phone : + 33 556 01 77 81 Fax : +33 556 00 73 74
Website	

5.3 Insurance

_____ INSEEC Bordeaux _____ (name of Institution) will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

It is COMPULSORY students provide their European Health Card or a private medical insurance which covers the whole period of their stay.

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:

5.4 Housing

_____ INSEEC Bordeaux _____ (name of Institution) 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	bchartier@insec.com Phone : +33 556 01 77 81 Fax : +33 556 00 73 74
Website	