

INSEEC Business School
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 Business School
Erasmus code	F PARIS 244
Institution website	www.inseec-bs.com
International Students webpage	
Information for incoming students	Information will be sent by email.
Course catalogue	

1.2 Main contacts

Institutional Coordinator	Lorena ZANELLI
Contact details	Address: 27 Avenue Claude Vellefaux, 75010 Paris Phone + 33.1.42.09.65.63 Email : lzanelli@inseec.com

Other useful contacts	
	Jessica CHAGNARD International Projects Manager jchagnard@inseec.com +33 1 42 09 97 99 Magda CERLINI Student Advisor incoming@inseec.com +33 1 53 38 84 31

2. Recommended language skills

Subject area	Language of Instruction	Recommended language of instruction level*	Type of mobility
Business/ Marketing / Communication / Finance/ Tourism / Luxury Management / Wine Management	English or French	B1 / B2	Student Exchange through ERASMUS

*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

Students must be nominated by the partner. Nominations and applications should be sent to incoming@insec.com

4. Calendar

4.1 Applications/information on nominated students must reach INSEEC Business School by:

Autumn term	15 April
Spring term	15 October

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 8 weeks after the assessment period has finished at INSEEC Business School

5. Information

5.1 Grading system of the Institution

The French system is based out of 20.

1. General Provisions for Assessment and Grading

All students must comply with the processes of evaluation for every academic activity so that the Jury may validate their overall credits. The grading of students conforms to the norms of the European Credit Transfer System (ECTS) in force in the European area of higher education

2. Assessment of Knowledge

The evaluation of students may take different forms:

- Continuous assessment organised freely by professors in each subject

- Individual and group work
 - End of semester examinations organised by academic management
- Continuous assessment is placed under the responsibility of each professor. According to the subject, it make take different forms: oral and/or written work, individual or group, knowledge tests, assessment of participation and diligence... or all other methods previously validated by Academic Management.

The frequency and duration of these assessments are left to the discretion of the teacher. At the end of the semester, the teacher hands in a grade corresponding to the assessments taken for each student

Every semester, students are subject to individual or group, written or oral assessment in each subject.

Presence in class and all academic work is obligatory and checked by academic management. Presence at examinations is obligatory and checked by teachers or invigilators. Any absence shall lead to the subject not being validated.

3. Grading Students

For each academic activity the number of ECTS credits is defined annually. The summary of the evaluation is expressed by alphabetic grading having the following form:

Grade /20	ECTS letters
18 to 20	A+
16 to 17.99	A
15 to 15.99	B+
13 to 14.99	B
11 to 12.99	C
9 to 10.99	D
8 to 8.99	E
5 to 7.99	Fx
0 to 4.99	F

A	Excellent
B	Très bien
C	Bien
D	Satisfaisant
E	Passable
Fx	Insuffisant
F	Très insuffisant

A student obtaining the grade of Fx or F in one of the taught subjects will not obtain the credits corresponding to that class.

The grades obtained are assigned the number of ECTS credits for the activity. The ECTS credits may be transposed to coefficients. In order to facilitate connections and establishing averages or ranks, alphabetic grades may be transposed to numbered grades according to the grading scale laid out above.

Examinations to verify language level are noted as "satisfactory" or "not satisfactory" according to the minimum score required. This score is defined annually.

5.2 Visa

INSEEC Business School 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	incoming@inseec.com +33 01 42 05 63 61
Website	For EU Citizens: http://www.campusfrance.org/en/page/applying-within-a-european-union-member-country For non-Eu citizens: http://www.campusfrance.org/en/page/extended-stay-student-visa-residency-permit-vls-ts

5.3 Insurance

INSEEC Business School 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:

<http://www.campusfrance.org/en/page/frances-health-care-system> in English

<http://ameli-direct.ameli.fr/> in French only.

Non-European students will have to pay a 213 euro fee for the French national health insurance in accordance with the French law.

5.4 Housing

INSEEC Business School 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@inseec.com +33 01 42 05 63 61
Website	A guide and codes to our platform will be sent to students.

