

# Annex I to Erasmus+ Inter-Institutional Agreement

## Institutional Factsheet

### 1. Institutional Information

#### 1.1. Institutional details

Name of the institution	Université de Picardie Jules Verne
Erasmus Code	F AMIENS01
ECHE	28127-LA-1-2014-1-FR-E4AKA1-ECHE
Institution Web site	www.u-picardie.fr
International relations office Web site	Website -> link « <b>International</b> »
Online course catalogue	<a href="http://www.u-picardie.fr/catalogue-formations/co/Catalogue_UPJV/co/Catalogue_UPJV.html">http://www.u-picardie.fr/catalogue- formations/co/Catalogue_UPJV/co/Catalogue_UPJV.html</a>

#### 1.2. Main contacts

Contact person	Mélanie Alves
Responsibility	Head of Exchange Programs Unit - Administrative contact for bilateral agreements
Contact details	<a href="mailto:melanie.alves@u-picardie.fr">melanie.alves@u-picardie.fr</a>

Contact person	Helène Pipon
Responsibility	Contact person for outgoing students/staff
Contact details	<a href="mailto:helene.pipon@u-picardie.fr">helene.pipon@u-picardie.fr</a>

Contact person	Agnes Messiaen
Responsibility	Contact person for incoming students/staff
Contact details	<a href="mailto:agnes.messiaen@u-picardie.fr">agnes.messiaen@u-picardie.fr</a>

### 2. Detailed requirements and additional information

#### 2.1. Recommended language skills

The sending institution, following agreement with our institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level *
Student Mobility for Studies	all	French	B1
Staff Mobility for Teaching	all	French	B1

\* Level according to Common European Framework of Reference for Languages (CEFR), see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

For more details on the language of instruction recommendations, please see the course catalogue at the link:

[http://www.u-picardie.fr/catalogue-  
formations/co/Catalogue\\_UPJV/co/Catalogue\\_UPJV.html](http://www.u-picardie.fr/catalogue-formations/co/Catalogue_UPJV/co/Catalogue_UPJV.html)

## 2.2 Additional requirements

The institutions intend to provide with the appropriate infrastructure to welcome students and staff with disabilities

- **Enrolment.** According to their home University, incoming students can take courses in all our faculties/centres located in Amiens. They can also mix all the level of studies provided the approval of their home coordinator and UPJV's departmental coordinator.
- **Teaching Staff Mobility.** A letter of invitation issued by UPJV is requested before implementing Teaching Staff Mobility.

## Infrastructure to welcome students and staff with disabilities

**DSVE**, Direction de la Scolarité et de la Vie étudiante

Chantal Lebel - Tél.: 03 22 82 72 37

[http://www.u-picardie.fr/jsp/fiche\\_pagelibre.jsp?STNAV=&RUBNAV=&CODE=91086261&LANGUE=0](http://www.u-picardie.fr/jsp/fiche_pagelibre.jsp?STNAV=&RUBNAV=&CODE=91086261&LANGUE=0)

- Students selected at their home universities for an academic exchange stay at UPJV must fill in an online Application Form on <https://u-picardie.moveonnet.eu/moveonline/incoming/> after the nomination of their home university.
- All steps and procedures will be sent by email directly to the student after receiving the nomination by the home university.
- Incoming students will receive (by e-mail) a letter of admission and a letter containing useful information on their academic exchange stay at the UPJV.

## 2.3 Calendar

### 2.3.1 Nomination Deadlines

Applications/information on students nominated must reach our institution by:

<b>Autumn term</b>	June 15th
<b>Spring term</b>	November 15th

### 2.3.2 Decision Response

We will send our decision within 4 weeks.

### 2.3.3 Transcripts of Records

A Transcript of Records will be issued no later than 5 weeks after the assessment period has finished at our institution.

### 2.3.4 Termination of Agreement

This agreement can be terminated at any time by mutual consent. In the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September of one given year will only take effect as of 1 September of the next year. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

## Additional information

## 2.4 Grading system

ECTS grade		
A	from 14/20 to 20/20	<b>Excellent</b> : Outstanding performance with <u>only minor errors</u>
B	from 12/20 to 14/20	<b>Very good</b> : above the average standard <u>but with some errors</u>
C	from 10/20 to 12/20	<b>Good</b> : generally sound work with a number of <u>notable errors</u>
D	from 8/20 to 10/20	<b>Satisfactory</b> : fair but with significant <u>shortcomings</u>
E	from 6/20 to 8/20	<b>Sufficient</b> : performance meets the <u>minimum criteria</u>
FX	from 4/20 to 6/20	<b>Fail</b> : some more work required before the <u>credit can be awarded</u>
F	Below 4/20	<b>Fail</b> : considerable further work is required

## 2.5 Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by:

<b>Contact person</b>	International Office or Office for migration
<b>Contact details</b>	<a href="mailto:dai@u-picardie.fr">dai@u-picardie.fr</a>
<b>Website</b>	<a href="http://www.u-picardie.fr/jsp/fiche_pagelibre.jsp?STNAV=&amp;RUBNAV=&amp;CODE=73831249&amp;LANGUE=0">http://www.u-picardie.fr/jsp/fiche_pagelibre.jsp?STNAV=&amp;RUBNAV=&amp;CODE=73831249&amp;LANGUE=0</a>

## 2.6 Insurance

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education: [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm).

<b>Contact person</b>	International Office
<b>Contact details</b>	<a href="mailto:dai@u-picardie.fr">dai@u-picardie.fr</a>
<b>Website</b>	<a href="http://www.u-picardie.fr">www.u-picardie.fr</a> <a href="https://etudiants.u-picardie.fr/vie-etudiante/securite-sociale/securite-sociale-etudiante-44026.kjsp">https://etudiants.u-picardie.fr/vie-etudiante/securite-sociale/securite-sociale-etudiante-44026.kjsp</a>

## 2.7 Housing

Our institution will guide incoming student/staff in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by:

<b>Contact person</b>	Agnes Messiaen
<b>Contact details</b>	<a href="mailto:agnes.messiaen@u-picardie.fr">agnes.messiaen@u-picardie.fr</a>
<b>Website</b>	A file will be directly sent to the student upon reception of the nomination email from the home University <a href="http://www.crous-amiens.fr">www.crous-amiens.fr</a>

