ERASMUS + INTERNATIONAL MOBILITY

MOBILITY OF HIGHER EDUCATION STUDENTS AND STAFFS

GUIDE FOR PARTNERS

SMS & SMT – STUDENT MOBILITY FOR STUDIES OR TRAINEESHIPS (BACHELOR – MASTER – PHD)

STA – STAFF MOBILITY FOR TEACHING ASSIGNMENTS

STT – STAFF MOBILITY FOR TRAINING

Direction du Développement International et Europe / International Development and Europe Division
Université Côte d'Azur

SUMMARY

- **Main feature of the Erasmus+ Mobility of higher education students and staffs**
- **Agreement signed between partner universities**

  Inter Institutional Agreements (IIA): rights and obligations

  Division of the principal responsibilities
- **Before Mobility : Selection of participants**
- **Implementation of the Mobility**
- **After Mobility**
- **Appendices**

- **Contacts of the International Development and Europe Division of Université Côte d'Azur (UniCA)**

MAIN FEATURE OF THE ERASMUS + INTERNATIONAL MOBILITY PROGRAM

- Ongoing projects: *MI2022* (Start date : 01-08-2022 / End date: 31-07-2025)

- Project Coordinator : UniCA

- Types of Mobility :

  - INcoming and OUTgoing
  - Students → Studies or Internship (combined is also possible)
  - Staffs → Teaching or Training
  - Physical format
  - Hybrid format : mix between a virtual component and a physical one

↓

Virtual duration of minimum 1 day, non payment planned for this part

TYPOLOGIES OF MOBILITIES

Type of Applicant	Type of Mobility	Physical		Hybrid (virtual + physical component)		
STUDENT	**Type of Mobility**	**Short-term**	**Long-term**	**Short-term**	**Long-term**	**Restrictions**
PhD Students	Studies	5 to 30 days	2 to 12 months	5 to 30 days for the physical part + X days of virtual part	2 to 12 months for the physical part + X days of virtual part	For PhD : Mandatory ECTS The maximum combined duration of all *Erasmus+* study/internship mobilities, done by each student, including the current application, may not exceed 12 months (360 days) per level of study (Bachelor / Master / PhD).
Bachelor and Master Students	Studies or Internship (can be combined)		2 to 12 months			
STAFF	**Type of Mobility**	**Duration**		**Short-term**	**Long-term**	**Restrictions**
Academic Staff	Staff Mobility for Training Staff Mobility for Teaching (can be combined)	5 to 60 days				Teaching mobility : Minimum of 8 hours of teaching (for 5 days of mobility). Combined mobility : a minimum of 4 hours of teaching is required (for 5 days of mobility).
Administrative Staff	Staff Mobility for Training					

Agreement signed between partner universities

Inter Institutional Agreements (IIA): rights and obligations

UniCA and the partner University sign the IIA that commit them to respect:

- Quality standard according to the Erasmus+ Charter requirements
- Mobility Management & Credits (or equivalence) recognition by the partner institutions for students
  - The IIA defines the main activities
- They define the term and conditions to ensure the mobility: Visa, insurance, accommodation …
- They regulate the role, responsibilities , rights and obligations of the partners (cooperation principle)

➡ To manage the IIAs :

The IIA **are sent by post in two duly signed originals to UniCA and**

to the partner university (within a period of 2 months):

An original copy will stay at the partner university

An original copy will be sent to the following address:

Université Côte d'Azur – Direction du Développement International et Europe
Pôle Mobilités et Accueil - Mrs Virginie ODDO
28, Avenue de Valrose – 06100 Nice - FRANCE

Before mobility

Role of UniCA:

Mobility contract:

- General description of the IM mobility: duration , regulation
- Financial support: payment method, travel arrangements

Learning agreement:

- Information on the courses (content, level, impact, language)
- Examination of the required language skills

→ if necessary, it is possible to take French classes

Individual support:

- Provide an assistance : visa, insurance …
- Booking of flights if necessary
- Can help the applicant in the accommodation process (private accommodation or student residence)

Please find in the Student Guide all the details concerning our welcome services

The host university must fill an arrival / departure certificate (appendix)

Role of partners:

Learning agreement:

- Information on the courses (content, level, impact, language)
- Examination of the linguistic skills required

→ if necessary possibility to take French classes

Individual support:

- Provide an assistance : visa, insurance …

The host university must fill an arrival / departure certificate (appendix)

- Give advice to the applicants for the accommodation (private accommodation or student residence)

Division of the principal responsabilities

➡ Université Côte d'Azur (UniCA):

- is responsible for the financial management, daily coordination, implementation and recognition of the mobility, budget of the project, business plan and statement to the National Agency,
- is responsible for updating Beneficiary Module (Erasmus+ tool for the management of the mobilities)
- takes care of the quality and the evaluation of the project .
- promotes IM through different networks: internet, information session … + UniCA releases relevant information: grant availability, selection criteria and details on the process.
- Monitors and gives support to the partners and to the students

➡ The partners:

- fully take part in the project academically and administratively
- commit resources for the management, implementation and evaluation of the project (human resources …)
- Monitor and give support to the participants

Before Mobility:
Selection of participants

Mobilities to UniCA

Step 1: UniCA coordinator gives an official statement to the partner institution indicating the possibilities for outgoing mobilities, in order to guide the partner university in their call for application.

Step 2: The partner university evaluate and select the candidates, they give us the results.
It is very important to respect the due date of submission given by UniCA for the application.

➢ Setting up the evaluation and selection process in the partner universities:

Selection process:

- Creation of a board of examiners
- Evaluation of the application form: oral interview with the candidate

→ The best candidates are then recommended to UniCA

Criteria of selection:

- Academic performances
- Participation to the public life of the institution
- Research or Training project implementation
- Foreign language spoken with at least a B2 level

Step 3: Partner sends selected participants' files to UniCA (list of nominations + selection evaluation file)

Documents needed :

For Students

- CV
- Passport copy
- Covering Letter
- Academic record (latest transcripts of grades and diploma)
- Language certificate - French or English → Level B2
- Mobility project (→ only for PhD)

For Teachers :

- CV
- Passport copy
- Invitation letter
- Teaching project

For Staff :

- CV
- Passport copy
- Mobility project
- Acceptation letter from the supervisor

Eligibility for a student application: 12 months (360 days) per level of study (Bachelor / Master / PhD).

Eligibility for a staff application: 5 to 60 days maximum.

Step 4. Second appraisal by the receiving university (host university)

The partner university gives the preselected application for appraisal, along with a ranking list of applicants

- Checks if the application is completed
- Submits the application to the selection committee for the 2nd appraisal, validation (or not) of the suggested list
- The host university send back the list of the selected candidates to the partner and take the first contact only with them. The partner will inform the non-selected candidates about the results of the commitee.

UniCA will share a link for an online official application at UniCA for international mobility → Mobility platform form (only for students)

Step 5. Documents to be given to the selected candidates by the sending institution:

- Official statement
- Evaluation and selection documents

Step 6. Notification of the results and beginning of the mobility process

The sending university and the applicants, after the confirmation of acceptance by UniCA (online for incoming students), starts the mobility process.

Mobility platform (*MoveOn*) application :

- **Mobility Statement (personal information, documents, contacts in case of emergency, mobility details)**
- **Before form : Once the candidate is nominated (green or inclusion criterias, grant details)**
- **During form : Once the attendee is arrived for the beginning of the mobility (certificate of arrival)**
- **After form : Once the mobility is finished**

MoveOn Guide will be provided to selected students participants

Mobilities from UniCA to your institution

Step 1. UniCA informs about the possibilities for outgoing mobilities and guide the potential participants in their choice

➢ Evaluation and selection process at UniCA

Objectives**:**

⇨ Transparency in the selection process

⇨ Equity

- Creation of a board of examiners: Vice-President for International Relations, Vice-Dean for the international relations office of the corresponding educational component , Head of the course department, and Supervisor of the research laboratory if necessary
- Evaluation grid: grid of criteria established on a common agreement with our partners, Grading based on a 100 points scoring system assessing the academic level, linguistic level and motivations of each applicant.
- Official statement for the selection
- Conflict of interest agreement

Criteria of selection:

- Academic performances
- Participation to the public life of the institution
- Research or Training project implementation
- Foreign language spoken with at least a B2 level

Step 2. UniCA share the applicants file to the partner in order to get their appraisal

Application form:

For Students :

- CV
- Passport copy
- Covering Letter
- Academic record (latest transcripts of grades and diploma)
- Language certificate - French or English → Level B2
- Mobility project (→ only for PhD)

For Teachers :

- CV
- Passport copy
- Invitation letter
- Teaching project

For the staff :

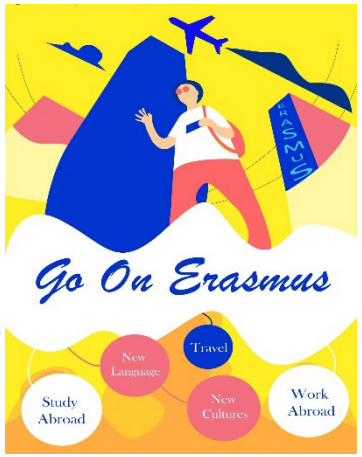
- CV
- Passport copy
- Mobility project
- Acceptation letter from the supervisor

Eligibility for a student application: 12 months (360 days) per level of study (Bachelor / Master / PhD).

Eligibility for a staff application: 5 to 60 days maximum.

Step 3. once you has given its selection of nominated students, UniCA shares the coordinates of the local International Relations Office with the student so that they can contact each other.

Implementation of the Mobility



During Mobility

UniCA ensures an efficient monitoring with all the participants, students and staffs.

- Welcome meeting: First direct meeting : can be individual or in group (depending if there are common criteria between participants)

Declaration on arrival, application form completed, Help and support on the administrative procedure: inscription to UniCA, course registration, appointment for the student residence, bank appointment to open a bank account , access to the library, to the sport arena, and other kind of help (bus pass etc)

- Mid-term and final monitoring: Along with all the participants of the IM programme and other programme managed by UniCA (Erasmus Mundus Emmasia, Basileus, EMJD). Meeting with former students from similar projects, Alumni network.

Proposition of thematic meeting , debate, presentation of the sending country or institution, games, diner etc…

- The Erasmus Office is willing to welcome the participants in its office at any moment + provides help by mail or by phone if necessary.

Dedicated support: administrative, educational, logistic and a support for the daily life in Nice (doctors, insurance, bank, travels …)

Erasmus+

UNIVERSITÉ CÔTE D'AZUR

Our Welcome system :

Our Welcome desk :

WELCOME TO FRANCE

UNIVERSITÉ CÔTE D'AZUR

UNIVERSITÉ CÔTE D'AZUR EDUCATION

BEFORE LEAVING

INSCRIPTION

Contact: Erwan Paitel
erwan.paitel@univ-cotedazur.fr
Tel. +33(0)6 07 81 50 59
Institution's online application form
http://univ-cotedazur.fr/fr/education/sinscrire-a-luniversite
Dates for announcement of admission decisions
From February 1st to mid-June

FRENCH AS A FOREIGN LANGUAGE COURSES

> Courses in French as a foreign language available throughout the year
> Name of the training center: Université de Nice Sophia Antipolis
http://unice.fr/international/etudiants-internationaux/etude-de-la-langue-francaise

HOUSING

Contact: Welcome Center
welcome-center@univ-cotedazur.fr
http://univ-cotedazur.fr/archives/fr/uca-international/welcome-center//
Services offered
> Option to reserve and secure space in another student residence
> List of available rentals or of Web sites that can be used to find rental housing

> **These services apply to**
All international students
> **These services are free**

WELCOME SERVICES

UPON ARRIVAL IN FRANCE

> **Welcome upon arrival at study site**
> **These services are available to**

> **These services are free**

UPON ARRIVAL AT THE INSTITUTION

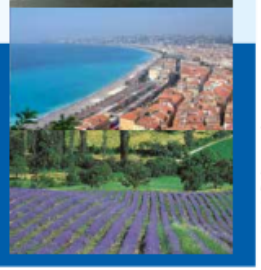
> **Assistance with administrative and academic registration**
> **Assistance with housing** (explanation of steps to be taken with respect to housing assistance, utilities, insurance, security deposit, housing tax, etc.)
> **Help opening a bank account**
> **Assistance with administrative and regulatory compliance** (such as obtaining residency permit)

ONE-STOP SHOP WITHIN THE INSTITUTION

> **Welcome Center**
http://univ-cotedazur.fr/archives/fr/uca-international/welcome-center/
UNIVERSITÉ CÔTE D'AZUR Welcome Center Maison de l'Etudiant Olivier Chesneau 5 bd François Mitterrand 06300 NICE
Contact: Welcome Center
welcome-center@univ-cotedazur.fr

ONGOING SUPPORT

> **Specific services**
http://univ-cotedazur.fr



USEFUL INFORMATION

CITY

http://www.nicecotedazur.org/
CROUS: http://www.crous-nice.fr/
Useful documents for students (forms, guides, contacts or other documents):
https://www.lignesdazur.com/en

INSTITUTION

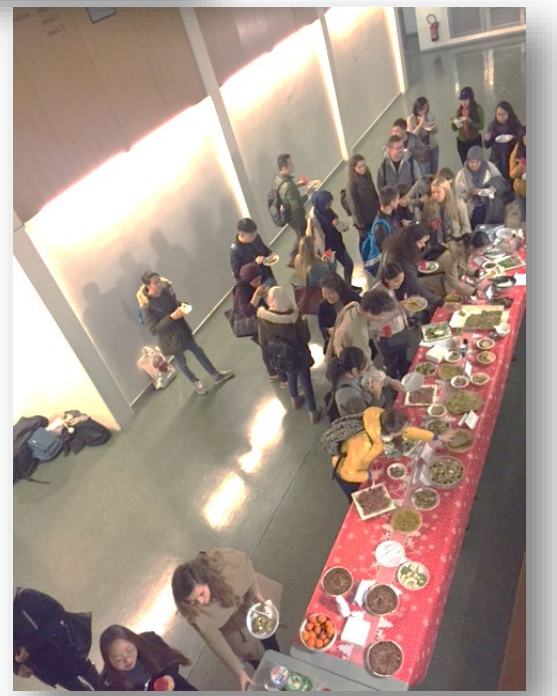
Number of international students enrolled each year:
Network member: Université Côte d'Azur
http://www.univ-cotedazur.fr
http://www.univ-cotedazur.fr/education/for-

August 2020 - © All right reserved

Erasmus+

UNIVERSITÉ CÔTE D'AZUR

Monitoring students and staffs



After Mobility:

Mobility end-report

- Participants must submit to the Erasmus+ Agency a post-mobility report to assess their mobility and its results (employability, personal achievements)
- Mandatory survey from UniCA to participants at the end of their mobility

➢ These evaluations are carried to ensure a better quality of the mobility and to assess the effective sustainability of the exchanges

Credits recognition

Attendance Certificate (see Appendix)

Transcript of grades

- For the staff participants: At the end of the mobility, the partners recognize their mobility by delivering a mobility certificate

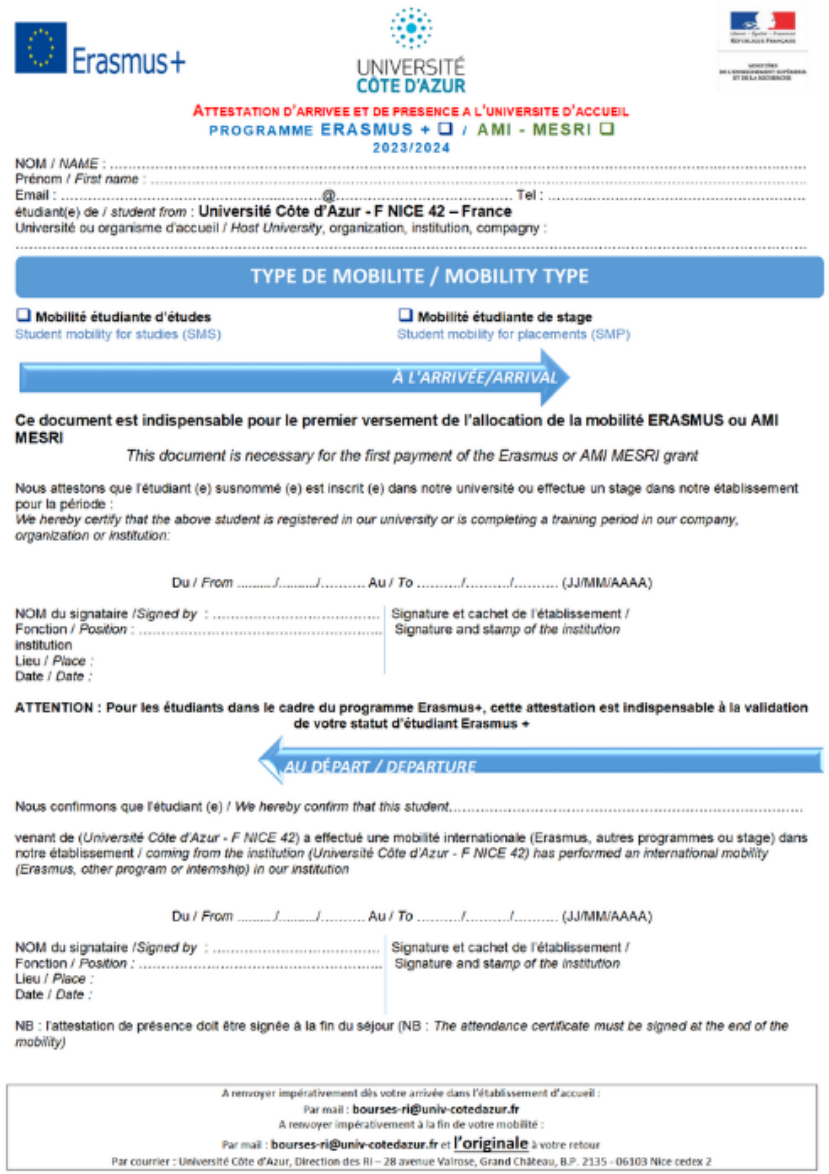
- For the Students: Their results are directly recognized in their home university thanks to the credit recognition system. Exam results are recognized thanks to the transcript of grades sent by the host university.

Certificate of departure

Open Badges : recognition through the mobility experience

Appendicies

Example of an Arrival / Departure Certificate



Erasmus+

UNIVERSITÉ CÔTE D'AZUR

ATTESTATION D'ARRIVEE ET DE PRESENCE A L'UNIVERSITE D'ACCUEIL
PROGRAMME ERASMUS + ☐ / AMI - MESRI ☐
2023/2024

NOM / *NAME* : .....
Prénom / *First name* : .....
Email : .....@..... Tel : .....
étudiant(e) de / *student from* : **Université Côte d'Azur - F NICE 42 – France**
Université ou organisme d'accueil / *Host University*, organization, institution, compagny :
.....

TYPE DE MOBILITE / MOBILITY TYPE

☐ **Mobilité étudiante d'études**
Student mobility for studies (SMS)

☐ **Mobilité étudiante de stage**
Student mobility for placements (SMP)

À L'ARRIVÉE/ARRIVAL

Ce document est indispensable pour le premier versement de l'allocation de la mobilité ERASMUS ou AMI MESRI

This document is necessary for the first payment of the Erasmus or AMI MESRI grant

Nous attestons que l'étudiant (e) susnommé (e) est inscrit (e) dans notre université ou effectue un stage dans notre établissement pour la période :
We hereby certify that the above student is registered in our university or is completing a training period in our company, organization or institution:

Du / *From* ...../...../..... Au / *To* ...../...../..... (JJ/MM/AAAA)

NOM du signataire /*Signed by* : .....
Fonction / *Position* : .....
institution
Lieu / *Place* :
Date / *Date* :

Signature et cachet de l'établissement / Signature and stamp of the institution

ATTENTION : Pour les étudiants dans le cadre du programme Erasmus+, cette attestation est indispensable à la validation de votre statut d'étudiant Erasmus +

AU DÉPART / DEPARTURE

Nous confirmons que l'étudiant (e) / *We hereby confirm that this student*.....

venant de (*Université Côte d'Azur - F NICE 42*) a effectué une mobilité internationale (Erasmus, autres programmes ou stage) dans notre établissement / *coming from the institution (Université Côte d'Azur - F NICE 42) has performed an international mobility (Erasmus, other program or internship) in our institution*

Du / *From* ...../...../..... Au / *To* ...../...../..... (JJ/MM/AAAA)

NOM du signataire /*Signed by* : .....
Fonction / *Position* : .....
Lieu / *Place* :
Date / *Date* :

Signature et cachet de l'établissement / Signature and stamp of the institution

NB : l'attestation de présence doit être signée à la fin du séjour (NB : *The attendance certificate must be signed at the end of the mobility)*

A renvoyer impérativement dès votre arrivée dans l'établissement d'accueil :
Par mail : **bourses-ri@univ-cotedazur.fr**
A renvoyer impérativement à la fin de votre mobilité :
Par mail : **bourses-ri@univ-cotedazur.fr** et **l'originale** à votre retour
Par courrier : Université Côte d'Azur, Direction des RI – 28 avenue Valrose, Grand Château, B.P. 2135 - 06103 Nice cedex 2

UNIVERSITÉ CÔTE D'AZUR

Example of an Erasmus Certificate

RÉPUBLIQUE FRANÇAISE

UNIVERSITÉ CÔTE D'AZUR

LOGO Organisme partenaire

CERTIFICATE OF ATTENDANCE

I, the undersigned Mr, Mrs .....
(Name, Surname and Position of the contact person from the host organization)*

certify that Mr, Mrs .....
(Name and Surname of the participant)

.....
(Specify the status of the learner (vocational education and training only) or the position of the staff concerned by the mobility activity)

has undertaken a mobility activity in form of a
(please choose the correct item depending on the field)

- ***teaching assignment***

the purpose of which being (please specify briefly the aims of the mobility activity)
.....
.....
.....

This mobility activity has taken place at
(name and address of the host organization and/or the location of the activity if applicable)*
.....
.....

from.....to.....(included)
(specify the starting and end date of the activity)

SIGNATURE OF THE CONTACT PERSON FROM THE HOST ORGANISATION*

STAMP OF THE HOST ORGANISATION* *(if applicable)* DATE:

*under some Actions of Erasmus+ (notably mobility Actions) the receiving organisation is the participating organisation receiving one or more participants and organising one or more activities of an Erasmus+ project. *Attention: it is not the intermediary organisation!* – cf. p. 263 Erasmus+ Programme Guide, EN version, 09/04/2014.

CONTACTS

Our Team :

Erasmus+ MI team: erasmus.mic@univ-cotedazur.fr

- **Virginie LABBE**

- **Mélanie PFLIMLIN**

- **Gildas TCHIBOZO**

THANK YOU FOR YOUR COLLABORATION!