



CRÉATION ET PILOTAGE DES ACCORDS ERASMUS+

PROCÉDURE

Université Paul-Valéry Montpellier 3



Procédure de création et de pilotage des accords Erasmus+

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I- Phase 1 : Préparation de votre projet d'accord

Les acteurs de la création d'un accord :

A l'UPVM3 :

- Le pilote de l'accord
- Le coordinateur Départemental Erasmus+
- Le gestionnaire des accords Erasmus+ : Mme Camille RAVET (DRIF)
- Le coordinateur Institutionnel Erasmus+ : M. Christophe RÉMOND (DRIF)

Chez le partenaire :

- Le coordinateur Départemental Erasmus+ (contact enseignant)
- Le gestionnaire des accords Erasmus+ (contact administratif)
- Le coordinateur Institutionnel Erasmus+ (contact enseignant/administratif)

Dans un premier temps, il vous faut **vérifier que le futur accord permet une compatibilité des programmes de cours compatibles avec ceux de l'UPVM3.**

Veillez ensuite à **bien définir les contours de l'accord** en concertation avec le partenaire :

- a. Effectifs mobilités étudiantes (SMS), niveau (L, M, D), durée des mobilités, niveau de langue requis ;
- b. Effectifs des mobilités d'enseignement (STA) ;
- c. Identification du Coordinateur Départemental Erasmus+ pour l'UPVM3 (il ne s'agit pas forcément du porteur de projet). La [liste des coordinateurs départementaux](#) est disponible sur notre site internet.
- d. Communication des contacts chez le partenaire (l'idéal étant d'obtenir une Erasmus+ Fact Sheet¹)

Une fois ces contours bien définis, nous pouvons traiter le montage du dossier avec le Coordinateur Institutionnel Erasmus+.

II- Phase 2 : Rédaction de l'accord

Une fois le projet accepté, le pilote de l'accord doit **demande l'accord de la Direction de Département et de la Direction d'UFR** (un simple retour de mail suffit).

La rédaction de l'accord Erasmus+ peut alors commencer. Si le partenaire ne s'en charge pas, la DRIF peut vous fournir un gabarit d'accord (cf. *annexe 2*) qu'il conviendra de remplir en lien avec le partenaire. Il comprend l'ensemble des informations nécessaires pour l'UPVM3 et il est impératif d'y renseigner **l'ensemble de ces mêmes informations pour l'établissement partenaire.**

¹ Erasmus+ Fact Sheet : cette feuille devrait être disponible au service Relations Internationales de votre université partenaire. Elle recense tous les contacts RI nécessaires à la mise en place de l'accord.

⇒ Une vigilance particulière doit être apportée :

- aux contacts renseignés qui permettent d'identifier clairement le Département impliqué dans l'accord : UFR/Département/Coordinateur/adresse email
- au renseignement du/des codes ISCED qui doivent être affinés au maximum (jusqu'à 4 chiffres). Ces derniers sont téléchargeables via ce [lien](#).

Quelques exemples pour les formations UPVM3 :

- *0111 Education Sciences – Sciences de l'Education*
- *021 Arts- Histoire de l'Art*
- *0213 Fine Arts – Esthétique, Arts Plastiques*
- *0231 Language Acquisition – LEA*
- *0232 Literature and Linguistics – LLCER, Lettres Modernes, Sciences du Language, Langues et Littératures Anciennes (Lettres Classiques)*
- *0314 Sociology and Cultural Studies – Sociologie, Ethnologie*
- *0322 Library, information and archival studies – InfoCom*
- *0532 Earth Sciences – Géographie*
- *Etc.*

Attention: Il vous faudra **préciser à quoi fait référence ce code ISCED au niveau de l'UPVM3.**

Par exemple, pour le code 0232 Literature and linguistics, il faut préciser si pour l'UPVM il s'agit de :

- *LLCER (Anglais/espagnol/italien...)*
- *Lettres modernes*
- *Sciences du langage*
- *etc.*

III- Phase 3 : Signature de l'accord

Une fois cette procédure complétée, l'accord peut être mis à signature du Coordinateur Institutionnel Erasmus+ et envoyé au partenaire pour la signature finale. L'inverse est également possible : le partenaire signe en premier et nous signons ensuite.

IV- Renouvellement/modification/désactivation d'un accord Erasmus+

1) **Renouvellement d'un accord :**

Un bilan de l'accord sera produit. S'il est souhaitable de renouveler l'accord, la DRIF se charge de rappeler l'approche de la date de fin d'accord aux pilotes.

Il vous faudra contacter vos partenaires **dans la dernière année de validité de l'accord** afin de pouvoir réaliser le renouvellement de l'accord. Il s'agira du même accord (sauf si vous souhaitez y apporter des modifications) avec de nouvelles dates.

Validation du renouvellement: Plus simple que pour une création d'accord, seule la confirmation par le coordinateur départemental de l'accord de son souhait de renouveler l'accord est nécessaire.

Sur cette base, on peut rédiger l'accord dans les mêmes conditions que l'accord précédent, sauf indication contraire de la part du coordinateur départemental.

2) **Modification d'un accord :**

- Si les modifications sont importantes, un nouvel accord remplaçant le précédent sera créé.
- Si les modifications sont mineures elles seront réalisées directement sur l'accord en cours.

Validation de la modification: C'est le coordinateur départemental qui doit en informer le gestionnaire RI qui se chargera de faire le suivi avec le coordinateur institutionnel E+.

3) **Désactivation d'un accord :**

Plusieurs raisons peuvent mener à la désactivation d'un accord : modification des programmes de formations, accord « dormant », etc.

Validation de la désactivation: Cette volonté peut être à l'initiative du pilote et passe par le coordinateur départemental E+ qui gère l'accord. Il vous faudra également demander l'accord de votre département.

Le coordinateur Institutionnel E+ se charge alors d'envoyer une notification au partenaire en 20XX en lui mentionnant que l'accord prendra fin en 20XX+1 (il existe un modèle de courrier).

ERASMUS+ FACT SHEET FOR ERASMUS+ PARTNER

UNIVERSITIES

INSTITUTIONAL INFORMATION

Last update: September 4th 2020

1. Institutional details

Name of the Institution	Université Paul-Valéry Montpellier 3 (UPVM)
Erasmus Code	F MONTPEL03
ECHE	28497-LA-1-2014-1-FR-E4AKA1-ECHE
PIC Number	984247943
OID Number	E10171054
Institution website	www.univ-montp3.fr/
International Office website (studying at UPVM)	www.univ-montp3.fr/fr/erasmus
Online course catalogue	www.univ-montp3.fr/fr/formation-lp/offre-de-formation/toute-l-offre-de-formation
Address	Direction des Relations Internationales et de la Francophonie – DRIF Bâtiment I – IONESCO Route de Mende 34199 MONTPELLIER Cedex 5 FRANCE

2. Main contacts

Contact person	Pr. Anne-Marie MOTARD
Responsibility	Vice-President for International Relations and Francophonie

Contact person	Christophe RÉMOND
Responsibility	Head of the Direction des Relations Internationales et de la Francophonie DRIF – Bâtiment I – IONESCO Bureau 05

Erasmus+ Institutional Coordinators	
Contact person	Countries
Pr. Agnès BERENGER agnes.berenger@univ-montp3.fr	<u>Eastern Europe</u> : Bulgaria, Croatia, Estonia, Hungary, Lithuania, Poland, Czech Republic, Romania, Serbia, Slovakia
Pr. Christine MUNOZ-LEVI marie-christine.munoz@univ-montp3.fr	United Kingdom
Dr. Pascale LECLERCQ pascale.leclercq@univ-montp3.fr	<u>Northern/Western Europe</u> : Germany, Austria, Belgium, Denmark, Finland, Ireland, Luxembourg, Norway, Netherlands, Sweden
Dr. Flaviano PISANELLI flaviano.pisanelli@univ-montp3.fr	<u>Southern Europe</u> : Cyprus, Spain, Greece, Italy, Portugal, Turkey

Contact person	Lionel CABOS
Responsibility	Erasmus+ interinstitutional agreements DRIF – Bâtiment I - IONESCO Bureau 03
Contact details	Phone : +33 467 14 55 61 E-mail : erasmus-admin@univ-montp3.fr

Contact person	Lionel CABOS / Caroline KOUYOUMDJIAN
Responsibility	Contact person for incoming Erasmus+ students DRIF – Bâtiment I - IONESCO Bureau 03
Contact details	Phone : +33 467 14 25 82 E-mail : erasmus-in@univ-montp3.fr

Contact person	Rahmane AMARA / Majdoline BOUGATAYA
Responsibility	Contact person for outgoing Erasmus+ students DRIF – Bâtiment I - IONESCO Bureau 04
Contact details	Phone : +33 467 14 26 84 E-mail : outgoingstudents@univ-montp3.fr

3. Practical information

a- Information for disabled students

UPV's student disabilities service, offer of the assistance and organize, if required, assistance or possible timetable adjustments, to allow disabled students to complete their exchange's period in the best possible conditions (see : http://www.univ-montp3.fr/index.php?option=com_content&view=article&id=47:missions-du-saeh-contacts&catid=114&Itemid=182)

b- Calendar

	Autumn Term	Spring Term
Nomination from university	April 30th	September 30th
Application from student	May 15th	October 15th
Nominations to be sent to :	erasmus-in@univ-montp3.fr	

Academic calendar:

Our academic calendar is divided in 2 semesters, the ongoing calendar is available [through this link](#).

- 1st semester (Winter Term): from **07/09/2020** until **18/12/2020**
 - 2nd session exams*: from **12/01/2021** until **23/01/2021**
- 2nd semester (Spring Term): from **18/01/2021** until **12/05/2021**
 - 2nd session exams: from **27/05/2021** until **10/06/2021**

**2nd session exams are optional*

c- Course catalogue

UPVM's course catalogue is available at: www.univ-montp3.fr/fr/formation-lp/offre-de-formation/toute-l-offre-de-formation

Please note that our incoming students will have to choose at least 75% of their courses within the Department with which the agreement was signed.

d- Language requirements

Standard language requirement to study at UPVM: **B1 level in French according to the CEFR** (Common European Framework of Reference for languages).

Please refer to the Erasmus+ interinstitutional agreement signed with your institution for eventual exemptions.

e- Grading system

Université Paul-Valéry Montpellier 3 (20/20)	ECTS Grade	Criteria	Results	Assessment
0 to 6,9/20	F	Inaccurate, very little knowledge, very poor spelling and presentation.	Fail	Fail
7 to 9,9/20	FX	Incomplete, inaccurate, disorganized, limited understanding. Lack of analytical skills.	Fail	Fail
10 to 10,9/20	E	Correct general knowledge and expression, basic understanding of issues.	Pass	Sufficient
11 to 11,9/20	D	Sound understanding, correct knowledge but limited analysis.	Pass	Satisfactory
12 to 13,9/20	C	Good understanding, appropriate analysis, generally coherent and well-written.	Pass	Good
14 to 15,9/20	B	Thorough understanding, insightful analysis, clear and focused work.	Pass	Very good
16 to 16,9/20	A	Thorough understanding, insightful analysis, well-written, wide reading.	Pass	Excellent
From 17/20	A+	Outstanding work showing striking personal insight and originality.	Pass	Excellent +

www.univ-montp3.fr/fr/erasmus (Section "Choisir ses cours" – PDF à consulter)

f- Visa

Our institution will provide assistance, when required, in securing visas 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 person	Erasmus Incoming Officer
Contact details	Phone: +33 (0)4 67 14 25 82 Email: erasmus-in@univ-montp3.fr
Website	www.univ-montp3.fr/fr/erasmus

g- Insurance

Our institutions will provide assistance in obtaining insurance according to the requirements of the Erasmus Charter for Higher Education. http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

We draw attention to the fact that accepted candidates for Erasmus + mobility must have contracted universal and unlimited repatriation insurance covering the dates of their stay.

Contact person	Erasmus Incoming Officer
Contact details	Phone: +33 (0)4 67 14 25 82

	Email: erasmus-in@univ-montp3.fr
Website	www.univ-montp3.fr/fr/erasmus

h- Housing

Our institution will guide incoming students in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by the following persons and information sources:

Contact person	Erasmus Incoming Officer
Contact details	Phone: +33 (0)4 67 14 25 82 Email: erasmus-in@univ-montp3.fr
Website	www.univ-montp3.fr/fr/erasmus



Erasmus+ Programme

Key Action 1

– Mobility for learners and staff – Higher Education Student and Staff Mobility

Inter-institutional² agreement 2018 – 20XX³ between programme countries

[Minimum requirements]⁴

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. They commit to respect the quality requirements of the Erasmus Charter for Higher Education in all aspects related to the organisation and management of the mobility, in particular the recognition of the credits awarded to students by the partner institution.

A. Information about higher education institutions

Name of the institution (and department, where relevant)	Erasmus code PIC	Contact details ⁵ (email, phone)	Website (eg. of the course catalogue)
Université Paul-Valéry Montpellier 3 Direction des Relations Internationales et de la Francophonie - DRIF Route de Mende, 34199 Montpellier Cedex5 FRANCE	F MONTPEL03	<u>Erasmus + Institutional Coordinator</u> Prénom/NOM prenom.nom@univ-montp3.fr <u>Academic contacts:</u> UFR – Département Monsieur/Madame X monsieur-x@univ-montp3.fr <u>Erasmus + inter- institutional agreement:</u> Lionel CABOS	https://www.univ-montp3.fr/fr/erasmus

² Inter-institutional agreements can be signed by two or more higher education Institutions

³ Higher Education Institutions have to agree on the period of validity of this agreement

⁴ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

⁵ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		erasmus-admin@univ-montp3.fr	
Université XXX	PARTENAIRE	<u>Erasmus+ Institutional Coordinator:</u> <u>Academic contacts:</u> <u>Erasmus+ Inter-institutional agreements:</u>	

B. Mobility numbers⁶ per academic year

The partners commit to amend the table below in case of changes in the mobility data by no later than the end of January in the preceding academic year.

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Study cycle [short cycle, 1 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
PARTENAIRE	F MONTELO3	xxxx	yyyyyy	1 st , 2 nd , 3 rd	2x10 months (20 months total)	/
F MONTELO3	PARTENAIRE	xxxx	yyyyyy	1 st , 2 nd , 3 rd	2x10 months (20 months total)	/

[*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff Mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students that they intend to

⁶ Mobility numbers can be given per sending/receiving institutions and per education field (optional*): <http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>

send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching <i>[total number of days of teaching periods or average duration *]</i>	Staff Mobility for Training *
PARTENAIRE	F MONTPEL03	xxxx	yyyyyy	1x7 days	-
F MONTPEL03	PARTENAIRE	xxxx	yyyyyy	1x7 days	-

C. Recommended language skills

The sending institution, following agreement with the receiving 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:

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁷	
				Student Mobility for Studies <i>[Minimum recommended level: B1]</i>	Staff Mobility for Teaching <i>[Minimum recommended level: B2]</i>
PARTENAIRE		zzzzz			
F MONTPEL03		French		B1	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution *[Links provided on the first page]*.

D. Additional requirements

PARTENAIRE:

⁷ For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

F MONTPELO3 : UPV's student disabilities service, offer of the assistance and organize, if required, assistance or possible timetable adjustments, to allow disabled students to complete their exchange's period in the best possible conditions (see : http://www.univ-montp3.fr/index.php?option=com_content&view=article&id=47:missions-du-saeh-contacts&catid=114&Itemid=182)

E. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
PARTENAIRE		
F MONTPELO3 (nominations to be sent to: erasmus-in@univ-montp3.fr)	Nomination from university : April 15 th Application from student: May 30 th	Nomination from university : September 15 th Application from student: September 30 th

[* to be adapted in case of a trimester system]

2. **PARTENAIRE** will send its decision within 2 weeks after nomination.

F MONTPELO3 will send its decision within 4 weeks after nomination.

3. **PARTENAIRE**: A Transcript of Records will be issued no later than 5 weeks after the assessment period has finished at the receiving HEI.

F MONTPELO3: A Transcript of Records will be issued no later than 5 weeks after the assessment period has finished at the receiving HEI. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*

4. Nature and termination of the agreement

The agreement is valid for the academic years indicated above and may be modified by simple letter, fax or e-mail signed by the institutional coordinator of the Erasmus + programme or the head of international relations. Prolongation may be done in the same way. Termination of the agreement: At least one year advance notice before the start of the following academic year is necessary for unilateral termination of the agreement. The start of the academic year is agreed upon to be Sept 1st. A termination by mutual consent is possible until Dec. 31st for the following academic year. In both cases, all students and staff who have already been admitted to bilateral exchange projects will be allowed to finish their projects as foreseen. Nature of the agreement: The above parties agree to cooperate in the activities shown. This is intended to be an agreement of cooperation and exchange where both parties agree to make use of the ERASMUS programme wherever applicable in order to facilitate the co-operation. Both parties undertake to abide by the bilaterally agreed terms of this co-operation agreement and ERASMUS rules and EUC standards where applicable. Exchanges without making use of Erasmus are possible. Both parties agree to provide all information necessary in order to facilitate the mobility of students and staff. The agreement is open to persons without discrimination according to ethnic background, nationality, creed, sex. Simple exchange students are exempt from tuition fees at the host institution on a mutual basis and are entitled to rights and privileges compatible with the treatment foreseen for Erasmus students.

Disclaimer: Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

F. Information

1. Grading systems of the institutions

PARTENAIRE

F MONTPEL 03: <https://www.univ-montp3.fr/fr/erasmus> (Section “Choisir ses cours”)

2. Visa

The sending and receiving institutions 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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
PARTENAIRE		
F MONTPEL03	Erasmus Incoming Officer Tel : 33 467 142 582 Erasmus-in@univ-montp3.fr	https://www.univ-montp3.fr/fr/erasmus

3. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

The receiving 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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
PARTENAIRE		
F MONTPEL03	Erasmus Incoming Officer Tel : 33 467 142 582 Erasmus-in@univ-montp3.fr	https://www.univ-montp3.fr/fr/erasmus

4. Housing

The receiving 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 persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
PARTENAIRE		
F MONTPEL03	Erasmus Incoming Officer Tel : 33 467 142 582	https://www.univ-

	Erasmus-in@univ-montp3.fr	montp3.fr/fr/erasmus
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G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁸
PARTENAIRE			
F MONTPEL03	Prénom NOM Vice-Rector for International Relations and Francophonie		

⁸ Scanned signatures are accepted