



CRÉATION ET PILOTAGE DES ACCORDS ERASMUS+

PROCÉDURE

Université Pau-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 gestionnaire des accords Erasmus+ : Mme Julie BROWN (DRIF)
- Le [coordinateur Départemental Erasmus+](#)
- Les [coordinateurs Institutionnels Erasmus+](#) : (à déterminer selon la zone)
 - **Royaume-Uni et Irlande** : Pierre KAPITANIAK et Marie-Christine MUNOZ-LEVI
 - **Europe Méditerranéenne** : Michel BOEGLIN et Odile MOREAU
 - **Europe septentrionale** : Etienne DUBSLAFF et Katja WIMMER
 - **Europe centrale** : Agnès BERENGER et Aleksandra NOWAKOWSKA

Chez le partenaire :

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

La procédure :

- **Vérifier que les programmes de cours des 2 universités soient compatibles** (pour rendre possible le transfert de note par exemple).
- Définissez **les contours de l'accord** avec le partenaire à savoir :
 - a. La filière d'étude (à travers les codes ISCED)
 - b. Effectifs mobilités étudiantes (SMS) et mobilités enseignantes (STA)
 - c. Le niveau d'étude (L, M, D)
 - d. La durée des mobilités (en mois)
 - e. Le niveau de langue requis
 - f. Communication des contacts chez le partenaire (l'idéal étant d'obtenir une Erasmus+ Fact Sheet¹)
- Obtenir **l'accord écrit de la Direction de Département ET de la Direction d'UFR** (un simple retour de mail transféré à la gestionnaire des accords suffit).

II- Phase 2 : Rédaction de l'accord

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**.

⇒ 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](#). (aller directement à la page 18)

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 faut préciser à quoi fait référence ce code ISCED au niveau de l'UPVM3.

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.

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: Seule la confirmation par le coordinateur départemental de l'accord est nécessaire.

2) Modification d'un accord :

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

Validation de la modification : C'est le coordinateur départemental qui informe le gestionnaire RI. Celui-ci se charge du lien avec les coordinateurs institutionnels Erasmus+.

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+. Votre département doit en vous en donner l'accord.

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).

ANNEXE 1 – ERASMUS FACT SHEET DE L'UPVM3

ERASMUS+ FACT SHEET FOR ERASMUS+ PARTNER UNIVERSITIES INSTITUTIONAL INFORMATION

Last update: March 15th 2021

1. Institutional details

| | |
|---|--|
| Name of the Institution | Université Paul-Valéry Montpellier 3 (UPVM) |
| Erasmus Code | F MONTPELO3 |
| 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-deformation/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. Antoine COPPOLANI |
| Responsibility | Vice-President for International Relations, Francophonie, and relations with local authorities vp-international@univ-montp3.fr |

| | |
|-----------------------|---|
| Contact person | Pr. Philippe WELLNITZ |
| Responsibility | Delegate for Institutional Programs and Cooperations (Erasmus+, Campus France) |

| | |
|-----------------------|--|
| 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 |
| Agnès BÉRENGER agnes.berenger@univ-montp3.fr Aleksandra NOWAKOWSKA aleksandra.nowakowska@univ-montp3.fr | <u>Central Europe</u> : Bulgaria, Croatia, Estonia, Latvia, Hungary, Lithuania, Poland, Czech Republic, Slovenia, Romania, Serbia, Slovakia |
| Pierre KAPITANIAK pierre.kapitaniak@univ-montp3.fr Marie-Christine MUNOZ-LEVI marie-christine.munoz@univ-montp3.fr | United Kingdom (post-Brexit transition) and Ireland |
| Etienne DUBSLAFF etienne.dubslaff@univ-montp3.fr Katja WIMMER katja.wimmer@univ-montp3.fr | <u>Northern Europe</u> : Germany, Austria, Belgium, Denmark, Finland, Luxembourg, Norway, Netherlands, Sweden |
| Michel BOEGLIN michel.boeglin@univ-montp3.fr Odile MOREAU odile.moreau@univ-montp3.fr | <u>Mediterranean Europe</u> : Cyprus, Spain, Greece, Italy, Portugal, Malta, Turkey |

| | |
|------------------------|---|
| Contact person | Julie BROWN |
| Responsibility | Erasmus+ Inter-Institutional Agreements & Staff Mobility DRIF – Villa Lebecq |
| Contact details | Phone : +33 467 14 25 82 E-mail : erasmus-agreements@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 20 65 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 |

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-saehcontacts&catid=114&Itemid=182)

If you a student requires assistance for disabled students, it is essential that this information is made available to us, more specifically so we can do everything that is necessary to provide him/her with an adapted accommodation.

b- Calendar

| | Autumn Term | Spring Term |
|-----------------------------|--|----------------------------|
| Nomination from university | April 30 th | September 30 th |
| Application from student | May 15 th | October 15 th |
| 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](#), but the general calendar is the following:

- 1st semester (Winter Term): from **beginning of September** until **mid-December** ○ 2nd session exams*: from **mid-January** until **end of January**
- 2nd semester (Spring Term): from **mid-January** until **mid-May** ○ 2nd session exams*: from **end of May** until **mid-June**

**2nd session exams are optional*

Presence at the beginning of the semester is essential in order to register in groups and bring modifications to the Learning Agreement if necessary.

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

Through the following link, you will find further information on how to find courses before arriving in Montpellier: [https://www.univ-montp3.fr/sites/default/files/5guide how to find a course 2021.pdf](https://www.univ-montp3.fr/sites/default/files/5guide%20how%20to%20find%20a%20course%202021.pdf)

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.

A fully signed Learning Agreement before arrival is required to ensure that your students will be able to follow the proposed course programme during their mobility.

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.

IMPORTANT: To prove that they meet language proficiency requirements, students have 2 options:

- **Provide a recent certificate stamped and signed by the home institution or by a French professor;**
- **OR provide an official certificate from a language center, in which case the certificate should be date from less than 3 years before the planned arrival date.**

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, wellwritten, 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 |

Our university will provide all the certificates required to apply for a visa, but the information available on the websites of the Embassies and of the French Ministry of Foreign Affairs must be prioritized.

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-learningpolicy/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 |

ANNEXE 2 – GABARIT D’UN ACCORD 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) |
|--|-------------------------|--|--|
|--|-------------------------|--|--|

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.

| | | | |
|--|--------------------------|---|--|
| <p>Université Paul-Valéry Montpellier 3 Direction des Relations Internationales et de la Francophonie - DRIF Route de Mende, 34199 Montpellier Cedex5 FRANCE</p> | <p>F MONTPEL03</p> | <p><u>Erasmus + Institutional Coordinator</u> Prénom/NOM prenom.nom@univ-montp3.fr</p> <p><u>Academic contacts:</u> UFR – Département Monsieur/Madame X monsieur-x@univmontp3.fr</p> <p><u>Erasmus + interinstitutional agreement</u>: Lionel CABOS</p> | <p>https://www.univmontp3.fr/fr/erasmus</p> |
| | | <p>erasmus-admin@univmontp3.fr</p> | |
| <p>Université XXX</p> | <p>PARTENAIRE</p> | <p><u>Erasmus+ Institutional Coordinator:</u></p> <p><u>Academic contacts:</u></p> <p><u>Erasmus+ Inter-institutional agreements:</u></p> | |

B. Mobility numbers⁵ 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 | TO | Subject area | Subject area | Study cycle | Number of student mobility periods |
|------|----|--------------|--------------|-------------|------------------------------------|
|------|----|--------------|--------------|-------------|------------------------------------|

⁵ 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>)

| [Erasmus code of the sending institution] | [Erasmus code of the receiving institution] | code * [ISCED] | name * | [short cycle, 1 st , 2 nd or 3 rd] * | Student Mobility for Studies [total number of months of the study periods or average duration*] | Student Mobility for Traineeships * |
|---|---|-----------------------------|------------------|---|--|--|
| PARTENAIRE | F MONTPEL03 | xxxx | yyyyyy | 1 st , 2 nd , 3 rd | 2x10 months (20 months total) | / |
| F MONTPEL03 | 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 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 [total number of days of teaching periods or average duration *] | 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 | Optional: Subject area | Language of | Language of | Recommended language of |
|-----------------------|------------------------|-------------|-------------|-------------------------|
|-----------------------|------------------------|-------------|-------------|-------------------------|

| [Erasmus code] | | instruction 1 | instruction 2 | instruction level ⁶ | |
|-------------------|--|---------------|---------------|---|--|
| | | | | Student Mobility for Studies [Minimum recommended level: B1] | Staff Mobility for Teaching [Minimum recommended level: B2] |
| 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**:

F MONTPEL03 : 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.univmontp3.fr/index.php?option=com_content&view=article&id=47:missions-du-saehcontacts&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 MONTPEL03 (nominations to be sent to: erasmusin@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 MONTPEL 03 will send its decision within 4 weeks after nomination.

⁶ 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>

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 MONTPEL 03: 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@univmontp3.fr | https://www.univmontp3.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@univmontp3.fr | https://www.univmontp3.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 |

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

| Institution [Erasmus code] | Name, function | Date | Signature ⁷ |
|-------------------------------|--|------|------------------------|
| PARTENAIRE | | | |
| F MONTPEL03 | Antoine COPPOLANI Vice-Rector for International Relations and Francophonie | | |

⁷ Scanned signatures are accepted