

# Annex to Erasmus+ Inter-Institutional Agreement

## Institutional Factsheet

### 1. Institutional Information

#### 1.1. Institutional details

|                                |   |
|--------------------------------|---|
| <b>Name of the institution</b> | UNIVERSITE DE LORRAINE  |
| Erasmus Code                   | F NANCY 43  |
| EUC                            |   |
| Institution website            | <a href="http://www.univ-lorraine.fr">http://www.univ-lorraine.fr</a>   |
| Online course catalogue        | <a href="http://www.univ-lorraine.fr/content/d%C3%A9couvrez-nos-formations">http://www.univ-lorraine.fr/content/d%C3%A9couvrez-nos-formations</a> |

#### 1.2. Main contacts

|                        |  |
|------------------------|--|
| <b>Contact person</b>  | Dr. Mariama TRAORE   |
| <b>Responsibility</b>  | Institutional ERASMUS Coordinator  |
| <b>Contact details</b> | Phone: +33 3 87 54 77 83 - Email: <a href="mailto:mariama.traore@univ-lorraine.fr">mariama.traore@univ-lorraine.fr</a> |

|                        |  |
|------------------------|--|
| <b>Contact person</b>  | Mme Marie-Christine VIRY-MICHEL  |
| <b>Responsibility</b>  | Central management of the ERASMUS+ programme<br>Contact person for Erasmus + partners  |
| <b>Contact details</b> | Phone: +33 3 54 50 41 53 - Email: <a href="mailto:marie-christine.viry@univ-lorraine.fr">marie-christine.viry@univ-lorraine.fr</a> |

### Outgoing and Incoming areas

- 1- Campus Metz
- 2- Campus Nancy

#### 1-Campus METZ

##### Outgoing and Incoming students :

Law, Human Sciences, Language Science, Short Programs (IUT) Mr Damien LUDMANN [damien.ludmann@univ-lorraine.fr](mailto:damien.ludmann@univ-lorraine.fr)

Languages, Arts, Hard sciences, Sport, Management, ISFATES Ms Phanny SIN [phanny.sin@univ-lorraine.fr](mailto:phanny.sin@univ-lorraine.fr)

## 2-Campus NANCY

### Outgoing students

- Human and Social Sciences                      Ms Elisabeth BILLY, [elisabeth.billy@univ-lorraine.fr](mailto:elisabeth.billy@univ-lorraine.fr)
  
- Graduate Schools of Engineering : (EEIGM, ENSAIA, ENSEM, ENSG, ENSGSI, ENSIC, ENSMN)  
Mr Arnaud BOURGUIGNON                      [arnaud.bourguignon@univ-lorraine.fr](mailto:arnaud.bourguignon@univ-lorraine.fr)
  
- Graduate Schools of Engineering : ENSTIB, ESSTIN, TELECOM, and Short Programs (IUT)  
Mr Olivier REGO                                      [olivier.rego@univ-lorraine.fr](mailto:olivier.rego@univ-lorraine.fr)
  
- Health, hard sciences, ESPE Lorraine      Ms Isabelle ROLLAND, [isabelle.rolland@univ-lorraine.fr](mailto:isabelle.rolland@univ-lorraine.fr)

### Incoming students

- Human and Social Sciences                      Ms Elisabeth BILLY, [elisabeth.billy@univ-lorraine.fr](mailto:elisabeth.billy@univ-lorraine.fr)
  
- Graduate Schools of Engineering : (EEIGM, ENSAIA, ENSEM, ENSG, ENSGSI, ENSIC, ENSMN)  
Mr Arnaud BOURGUIGNON                      [arnaud.bourguignon@univ-lorraine.fr](mailto:arnaud.bourguignon@univ-lorraine.fr)
  
- Graduate Schools of Engineering : ENSTIB, ESSTIN, TELECOM, and Short Programs (IUT)  
Mr Olivier REGO                                      [olivier.rego@univ-lorraine.fr](mailto:olivier.rego@univ-lorraine.fr)
  
- Health, hard sciences, ESPE Lorraine      Ms Sophia FESEI DANGANA, [sophia.fesei-dangana@univ-lorraine.fr](mailto:sophia.fesei-dangana@univ-lorraine.fr)

## 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 | Any          | French                     | [Minimum recommended level: B1]             |
| Staff Mobility for Teaching  | Any          | French                     | [Minimum recommended level: B2]             |

\* 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 refer to our course catalogue.

### 2.2. Additional requirements

*[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]*

*[Please specify whether your institution has the infrastructure to welcome students and staff with disabilities.]*

### 2.3. Calendar

#### 2.3.1. Nomination Deadlines

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

|                    |              |
|--------------------|--------------|
| <b>Autumn term</b> | May 31th     |
| <b>Spring term</b> | October 31th |

#### 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. [It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]

#### 2.3.4. Termination of Agreement

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 20XX will only take effect as of 1 September 20XX+1. The termination clauses must include the following disclaimer: "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."

### 3. Additional information

#### 3.1. Grading system

**Université de Lorraine grading system**

*In the French university system, each course unit is graded on a scale from 0 to 20 points, 0 being the lowest grade and 20 the highest grade.*

#### Rating scale

The pass mark thresholds are as follows:

|                             |                     |
|-----------------------------|---------------------|
| <b>10 &lt; mark &lt; 12</b> | <b>Acceptable</b>   |
| <b>12 &lt; mark &lt; 14</b> | <b>Satisfactory</b> |
| <b>14 &lt; mark &lt; 16</b> | <b>Good</b>         |
| <b>16 &lt; mark</b>         | <b>Excellent</b>    |

#### 3.2. 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 the following contact points and information sources:

|                        |   |
|------------------------|---|
| <b>Contact</b>         | L'Accueil-Info Étudiants – Université de Lorraine   |
| <b>Responsibility</b>  | Assistance in securing visas  |
| <b>Contact details</b> | Email: <a href="mailto:drie-info-contact@univ-lorraine.fr">drie-info-contact@univ-lorraine.fr</a>   |
| <b>Website</b>         | <a href="http://www.univ-lorraine.fr/content/accueil-des-etudiants-internationaux-en-lorraine">http://www.univ-lorraine.fr/content/accueil-des-etudiants-internationaux-en-lorraine</a> |

#### 3.3. 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)

We will inform incoming students/staff of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

|                        |   |
|------------------------|---|
| <b>Contact</b>         | L'Accueil-Info Étudiants – Université de Lorraine   |
| <b>Responsibility</b>  | Assistance in securing visas  |
| <b>Contact details</b> | Email: <a href="mailto:drie-info-contact@univ-lorraine.fr">drie-info-contact@univ-lorraine.fr</a>   |
| <b>Website</b>         | <a href="http://www.univ-lorraine.fr/content/accueil-des-etudiants-internationaux-en-lorraine">http://www.univ-lorraine.fr/content/accueil-des-etudiants-internationaux-en-lorraine</a> |

### 3.4. 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 the following persons and information sources:

#### 1-Campus METZ

- Law, Human Sciences, Language Science, Short Programs (IUT)  
Mr Damien LUDMANN, [damien.ludmann@univ-lorraine.fr](mailto:damien.ludmann@univ-lorraine.fr)
- Languages, Arts, Hard sciences, Sport, Management, ISFATES  
Ms Phanny SIN, [phanny.sin@univ-lorraine.fr](mailto:phanny.sin@univ-lorraine.fr)

#### 2-Campus NANCY

- Human and Social Sciences                      Ms Elisabeth BILLY, [elisabeth.billy@univ-lorraine.fr](mailto:elisabeth.billy@univ-lorraine.fr)
- Graduate Schools of Engineering : (EEIGM, ENSAIA, ENSEM, ENSG, ENSGSI, ENSIC, ENSMN)  
Mr Arnaud BOURGUIGNON                      [arnaud.bourguignon@univ-lorraine.fr](mailto:arnaud.bourguignon@univ-lorraine.fr)
- Graduate Schools of Engineering : ENSTIB, ESSTIN, TELECOM, and Short Programs (IUT)  
Mr Olivier REGO                                      [olivier.rego@univ-lorraine.fr](mailto:olivier.rego@univ-lorraine.fr)
- Health, hard sciences, ESPE Lorraine      Ms Sophia FESEI DANGANA, [sophia.fesei-dangana@univ-lorraine.fr](mailto:sophia.fesei-dangana@univ-lorraine.fr)