

Annex to Erasmus+ Inter-Institutional Agreement

Institutional Fact Sheet

1. Institutional Information

1.1. Institutional details

Name of the institution	Université de Franche-Comté / University of Franche-Comté
Erasmus Code	F BESANCO01
EUC	27762
General information	<p>Founded in 1423, UFC is a multidisciplinary higher education institution, on a human scale, deeply rooted in its territory and with international ambitions. Established on 5 campuses (the largest being Besançon, followed by Belfort, Montbéliard, Vesoul and Lons-le-Saunier).</p> <p>UFC welcomes nearly 30,000 students and 2,500 staff in 6 faculties and 5 schools and institutes. It is one of the founding members of the federation of the higher education institutions of Burgundy and Franche-Comté (UBFC). Its EIPHI graduate school in 5 outstanding research areas offers integrated international master-doctoral programme with a dozen Masters taught in English.</p> <p>On-campus accommodation is provided for all its international exchange students. Application have to be made directly on the website for application process. For the quality of the welcome offered to them, UFC was awarded the "Welcome to France" label.</p> <p>Its Centre for Applied Linguistics (CLA) is world-renowned for expertise in the fields of language teaching, curriculum design and research, especially for French as a Foreign Language (FFL). Whether it is for a 1-week training or for an entire academic year, whether it is for a student, a French teacher or a professional, the CLA offers a wide variety of tailor-made programs and provides accommodation, cultural activities, personalized and comprehensive support as well as internships in elementary and secondary schools in the region.</p>
Institution website	http://univ-fcomte.fr/
Online course catalogue	http://formations.univ-fcomte.fr/

1.2. Main contacts

Contact person	Samir JEMEI Vice-Président en charge du rayonnement international 7 Place Saint-Jacques 25000 BESANÇON France
Responsibility	Erasmus+ Institutional Coordinator
Contact details	Phone : +33 (0)3 81 66 55 96 Fax : +33 3 81 66 50 36 Email : dri@univ-fcomte.fr

Contact person	Michelle PARRENIN for Austria, Belgium, Bulgaria, Croatia, Germany, Greece, Hungary, Iceland, Ireland, Latvia, Lithuania, Norway, Poland, Portugal, Slovakia, Spain, United Kingdom Frédérique GIROD for Cyprus, the Czech Republic, Denmark, Estonia, Finland, Italy, Malta, Macedonia, the Netherlands, Romania, Slovenia, Sweden and Turkey
Responsibility	Administrative Contact for Erasmus+ programme Contact person for incoming / outgoing students and for student traineeships

Contact details	Phone : +33 3 81 66 58 40 (Michelle PARRENIN) Phone : + 33 3 81 66 52 95 (Frédérique GIROD) Fax : +33 3 81 66 50 36 Email : erasmus@univ-fcomte.fr
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Contact person	Malek BOUSSOUALIM
Responsibility	Administrative Contact for Housing
Contact details	Email : malek.boussoualim@univ-fcomte.fr Phone : +33 3 81 66 50 63 Fax : +33 3 81 66 50 36

Contact person	Julia WYSSLING
Responsibility	Administrative Contact for Erasmus+ programme Contact person for incoming / outgoing staff, and for Bilateral agreements
Contact details	Phone : +33 3 81 66 62 07 Fax : +33 3 81 66 50 36 Email : julia.wyssling@univ-fcomte.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	B2 (No certificate required)
Staff Mobility for Teaching	Any	According to courses	-----

* 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

Useful information at <http://www.univ-fcomte.fr/pages/fr/menu1/la-mobilite-des-etudiants---venir-etudier-a-l-ufc---erasmus--6-15336.html>

UFC accepts students and staff with disabilities. The International office needs to be informed of the nature of the disability already in the application, in order to organize the exchange mobility (<http://sumpps-sante.univ-fcomte.fr>).

2.3. Calendar

2.3.1. Nomination Deadlines

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

Autumn term - Whole academic year	Nomination : May 15 th Application : June 7 th
Spring term	Nomination : October 15 th Application : November 30 th

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]

3. Additional information

3.1. Grading system

<http://www.univ-fcomte.fr/pages/fr/menu1/la-mobilite-des-etudiants---venir-etudier-a-l-ufc---erasmus--6-15336.html>

The statistical distribution of grades is described in the ECTS users' guide
http://ec.europa.eu/dgs/education_culture/repository/education/library/publications/2015/ects-users-guide_en.pdf

More information about ECTS: http://ec.europa.eu/education/tools/docs/ects-guide_fr.pdf

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:

Contact person	Michelle PARRENIN or Frédérique GIROD Administrative Contact for Erasmus+ programme Contact person for incoming / outgoing staff, and for Bilateral agreements
Contact details	Phone : +33 3 81 66 58 40 (Michelle PARRENIN) Phone : + 33 3 81 66 52 95 (Frédérique GIROD) Email : erasmus@univ-fcomte.fr
Website	http://www.univ-fcomte.fr/pages/fr/menu1/international/la-mobilite-des-etudiants---venir-etudier-a-l-ufc---avant-de-partir---demande-de-visa-83-157.html

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.

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:

Contact person	Michelle PARRENIN or Frédérique GIROD Administrative Contact for Erasmus+ programme Contact person for incoming / outgoing staff, and for Bilateral agreements
Contact details	Phone : +33 3 81 66 58 40 (Michelle PARRENIN) Phone : + 33 3 81 66 52 95 (Frédérique GIROD) Email : erasmus@univ-fcomte.fr
Website	http://www.univ-fcomte.fr/pages/fr/menu1/international/la-mobilite-des-etudiants---venir-etudier-a-l-ufc---avant-de-partir---couverture-sociale-83-161.html

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:

Contact person	Malek BOUSSOUALIM
Contact details	Email : malek.boussoualim@univ-fcomte.fr

	Phone : +33 3 81 66 50 63 Fax : +33 3 81 66 50 36
Website	www.crous-besancon.fr