

Annex-2 to Erasmus+ Inter-Institutional Agreement Fact Sheet

A. INFORMATION ABOUT HIGHER EDUCATION INSTITUTION

a. Institutional details

Name of the institution	Aix-Marseille University
Erasmus code	F MARSEIL84
Institution website	http://www.univ-amu.fr
Academic units	http://facdedroit.univ-amu.fr/international/ouverture-linternational
Online course catalogue	http://facdedroit.univ-amu.fr/sites/facdedroit.univ-amu.fr/files/open_courses_for_exchange_students.pdf

b. Main contacts

Institutional agreements

Contact person	<i>Mrs Virginie BETHUEL</i>	
Responsibility	Head of International Relations Office – Faculty of Law	
Contact details	Phone: +33 4 42 17 28 69	- Email: virginie.bethuel@univ-amu.fr

Incoming Students Office

Contact person	<i>Ms Leslie KARSENTI</i>	
Responsibility	In charge of the incoming mobility – Faculty of Law	
Contact details	Phone: +33 4 42 17 28 58	- Email: leslie.karsenti@univ-amu.fr

Outgoing Students Office

Contact person	<i>Ms Aurélie BOLLORE</i>	
Responsibility	In charge of the outgoing mobility – Faculty of Law	
Contact details	Phone: +33 4 42 17 28 20	- Email: aurelie.bollore@univ-amu.fr

B. 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:

Subject area	Language of instruction 1	Language of instruction 2	Student Mobility for Studies	Staff Mobility for Teaching
All Subject Areas	French		B2	B2

C. ADDITIONAL REQUIREMENTS

Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities. 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.

Orientation Program for Incoming Students	Facilities for Students/Staff with Disabilities
<p>For all international students of Aix-Marseille University, help will be provided for issues concerning accommodation, resident card, student life, cities and they will be invited to attend several welcome events.</p> <p>The International Relations Office of Aix-Marseille University organizes free guided visits and sightseeing trips of the area.</p>	<p>Students and staff with a disability who wish to take part in the Erasmus+ programme at Aix-Marseille University, should insure acceptance of their application beforehand. To do this, the home university should contact the AMU International Relations Office in advance, to verify that the University is in a position to respond to their specific needs (Examinations Office, A3 enlargement, appropriate software, extra time for exams etc.)</p> <p>http://mission-handicap.univ-amu.fr/</p>

E. CALENDAR

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

Autumn term* (1 st semester)		Spring term* (2 nd semester)	
Nomination Deadline	Application Deadline	Nomination Deadline	Application Deadline
Mid May	Mid June	Mid October	Mid November

** to be adapted in case of a trimester system.*

The receiving institution will send its **decision** within **6** weeks after the application deadline.

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

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

F. INFORMATION

F. 1. Grading system

In France, the grading system is from 0 to 20 points; the average is 10/20. If the student obtains 10/20 or plus, he passes his exam.

NOTATION AIX GRADE AIX	NOTATION ECTS ECTS GRADE
≥ 16/20	A
≥ 13/20 < 16/20	B
≥ 11/20 < 13/20	C

> 10/20 < 11/20	D
10/20 MOYENNE/AVERAGE	E
≥ 7/20 < 10/20	F
< 7/20	FX

F. 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:

Contact details	Website for information
<p><i>Ms Leslie KARSENTI</i> In charge of the incoming mobility – Faculty of Law Phone: +33 442 17 28 58 Email: leslie.karsenti@univ-amu.fr</p>	<p>http://www.diplomatie.gouv.fr/fr/venir-en-france/etudier-en-france/demarches-administratives/article/visas-etudiants</p> <p>http://www.diplomatie.gouv.fr/en/coming-to-france/studying-in-france/administrative-steps/</p>

F. 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:

Contact details	Website for information
<p><i>Ms Leslie KARSENTI</i> In charge of the incoming mobility – Faculty of Law Phone: +33 442 17 28 58 Email: leslie.karsenti@univ-amu.fr</p>	<p>http://dri.univ-amu.fr/fr/etudier-a-amu/etudiants-programme-dechange#Assurance</p> <p>http://dri.univ-amu.fr/en/studying-at-amu/students-in-exchange-programme</p>

F. 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:

Contact details	Website for information
<p><i>Ms Leslie KARSENTI</i> Phone: +33 442 17 28 58 Email: leslie.karsenti@univ-amu.fr</p>	<p>http://www.interlog.crous-aix-marseille.fr (the password is given by Ms Karsenti)</p>