**Annex to Erasmus+ Inter-Institutional Agreement**

**Institutional Fact Sheet**

1. **Institutional Information**
   1. **Institutional details**

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| **Name of the institution** | **Université de Franche-Comté / University of Franche-Comté** |
| Erasmus Code | F BESANCO01 |
| EUC | **27762** |
| General information | UFC has 5 campuses (the largest being Besançon, followed by Belfort and Montbéliard campuses). Being a comprehensive university, UFC welcomes more than 23,000 students, in 6 faculties and 5 schools and institutes.  UFC provides accommodation on campus for all its international exchange students. Application have to be made directly on the website for application process.  UFC hosts the Center for Applied Linguistics (CLA <http://cla.univ-fcomte.fr/>), word-renowned Centre of 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 district. |
| Institution website | <http://univ-fcomte.fr>/ |
| Online course catalogue | <http://formations.univ-fcomte.fr/> |

* 1. **Main contacts**

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| **Contact person** | Antoine GUILLEMET  Directeur des Relations internationales et de la Francophonie - DRIF  Place Saint-Jacques  25000 BESANÇON France |
| **Responsibility** | Erasmus+ Institutional Coordinator |
| **Contact details** | Phone : +33 3 81 66 56 11 Fax : +33 3 81 66 50 36  Email : [dri@univ-fcomte.fr](mailto:dri@univ-fcomte.fr) |

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| --- | --- |
| **Contact person** | Frédérique GIROD |
| **Responsibility** | Administrative Contact for Erasmus+ programme  Contact person for incoming / outgoing students |
| **Contact details** | **Phone :** +33 3 81 66 52 95 Fax : +33 3 81 66 50 36  Email : [frederique.girod@univ-fcomte.fr](mailto:frederique.girod@univ-fcomte.fr) |

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| **Contact person** | Malek BOUSSOUALIM |
| **Responsibility** | Administrative Contact for Housing |
| **Contact details** | Email : [malek.boussoualim@univ-fcomte.fr](mailto:malek.boussoualim@univ-fcomte.fr)  Phone : +33 3 81 66 50 63 Fax : +33 3 81 66 50 36 |

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| **Contact person** | Maxime BLONDEL |
| **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 : [maxime.blondel@univ-fcomte.fr](mailto:maxime.blondel@univ-fcomte.fr) |

1. **Detailed requirements and additional information**
   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>

**F**or more details on the language of instruction recommendations, please refer to our course catalogue.

* 1. **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>).

* 1. **Calendar**
     1. **Nomination Deadlines**

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

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| --- | --- |
| **Autumn term** | Nomination: May 15th  Application: June 7th |
| **Spring term** | Nomination: October 15th  Application: November 7th |

* + 1. **Decision Response**

We will send our decision within 4 weeks.

* + 1. **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]

1. **Additional information**
   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>

* 1. **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:

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| **Contact person** | Frédérique GIROD |
| **Contact details** | Email : [frederique.girod@univ-fcomte.fr](mailto:frederique.girod@univ-fcomte.fr)  Phone : +33 3 81 66 52 95 Fax : +33 3 81 66 50 36 |
| **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> |

* 1. **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** | Frédérique GIROD |
| **Contact details** | Email : [frederique.girod@univ-fcomte.fr](mailto:frederique.girod@univ-fcomte.fr)  Phone : +33 3 81 66 52 95 Fax : +33 3 81 66 50 36 |
| **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> |

* 1. **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:

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| **Contact person** | Malek BOUSSOUALIM |
| **Contact details** | Email : [malek.boussoualim@univ-fcomte.fr](mailto:malek.boussoualim@univ-fcomte.fr)  Phone : +33 3 81 66 50 63 Fax : +33 3 81 66 50 36 |
| **Website** | [www.crous-besancon.fr](http://www.crous-besancon.fr) |