



Erasmus+ Programme

Key Action 1
– Mobility for learners and staff –
Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2015-2021 **between programme countries**

[Minimum requirements]²

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	Contact details³ (email, phone)	Website (eg. of the course catalogue)
CentraleSupélec	F GIF-YVE03	Institutional Coordinator: Jocelyn FIORINA	http://www.centralesupelec.fr

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

² Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

³ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

<u>See Annex 1</u> Campus Gif – Supélec Engineering program Campus Châtenay – Centrale Paris Engineering program		Phone : +33 1 69 85 12 43 E-mail: jocelyn.fiorina@centralesupelec.fr Xavière MARCY Administrative Coordinator Supélec program Véronique REBOLHO Administrative Coordinator Centrale Paris program	http://www.supelec.fr/222_p_10912/programs-of-the-engineer-degree-course.html http://www.ecp.fr/home/International/Etudier_a_Centrale_Paris
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UNIVERSITE LIBRE DE BRUXELLES	B-BRUXEL04	Ecole polytechnique de Bruxelles Prof. Marie-Paule DELPLANCHE email : Marie- Paule.Delplancke@ulb.ac.be Tel : +32(0)2-650 29 02 – CP 165/63 avenue Roosevelt, 50 B – 1050 Bruxelles (Belgium)	http://www.ulb.ac.be/facs/polytech
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B. Mobility numbers⁴ per academic year

[Paragraph to be added, if the agreement is signed for more than one 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 [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Study cycle [short cycle, 1 st , 2 nd or 3 rd] *	Number of student mobility periods Student Mobility for Studies Student Mobility for Traineeships * [total number of months of the study periods or average duration*]	
F GIF-YVE03 Campus Gif/Supélec	B- BRUXEL0 4	071	Engineerin g and engineerin g Trades	1 st and/or 2 nd or 3 rd	Exchange semester : 6 students * 6 months DD : 3 students *	

⁴ 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>

					12 months PhD : 1 student * 12 months	
F GIF-YVE03 Campus Châtenay/ Centrale Paris	B-BRUXEL04	071	Engineering and engineering Trades	1 st and/or 2 nd or 3rd	Exchange semester : 4 students * 6 months DD : 3 students * 12 months PhD : 2 students *12 months	...
B-BRUXEL04	F GIF-YVE03 Campus Gif/Supélec	071	Engineering and engineering Trades	1 st and/or 2 nd or 3rd	Exchange semester : 6 students * 6 months DD 5 students * 12 months	
B-BRUXEL04	F GIF-YVE03 Campus Châtenay/ Centrale Paris	071	Engineering and engineering Trades	1 st and/or 2 nd or 3rd	Exchange semester : 4 students * 6 months DD : 3 students * 12 months PhD : 2 students *12 months	...

[*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 Staff Mobility for Training (total number of days of teaching periods or average duration *)	

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 [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁵	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
F GIF-YVE03 Campus Gif		French	English	French : B1 (International pathway) or B2 (French pathway) English : B2 (International pathway)	B2 highly recommended (French or English)
GIF-YVE03 Campus Châtenay		French	English	B1	B2 highly recommended (French or English)
B-BRUXEL04	F GIF-YVE03 Campus Gif	MSc=English	French		B2 highly recommended (French or English)
B-BRUXEL04	GIF-YVE03 Campus Châtenay	MSc=English	French		B2 highly recommended (French or English)

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

[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]

⁵ 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>

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

F GIF-YVE03 :

The premises of CentraleSupélec are adapted for people with disabilities. Special needs should be indicated in advance by the sending institution.

B-BRUXEL04:

ULB's student disabilities service offers assistance and organizes, if required, assistance or possible timetable adjustments to allow disabled students to complete their exchange period in the best possible conditions.

E. Calendar

1. Applications/Information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
F GIF-YVE03 Campus Gif/Supélec	~May 15	November 15
F GIF-YVE03 Campus Châtenay/Centrale Paris	~April 15	November 15
B-BRUXEL04	May 1st	October 1st

F GIF-YVE03 :

Additional information on nomination and application in each campus detailed below:

Campus of Gif-sur-Yvette/Supélec:

http://www.supelec.fr/363_p_9562/application-form-exchange-students.html

Campus of Châtenay-Malabry/Centrale Paris:

<http://www.moveonnet.eu/myinstitution/enomination>

Once acknowledged by CentraleSupélec campus of Châtenay on Moveonnet, the student will be sent a link in order to apply online.

2. The receiving institution will confirm admission results:

Campus of Gif-sur-Yvette/Supélec:

1. ~ 15th of July for Autumn term
2. ~ 6 weeks after application for Spring term

Campus of Châtenay-Malabry/Centrale Paris:

1. Early May for Autumn term
2. Early December for Spring term

B-BRUXEL04 :

The receiving institution will send its decision within 6 weeks

3. 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 five weeks according to the Erasmus Charter for Higher Education guidelines]
4. Termination of the agreement
In the event of unilateral termination of the agreement, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the party by September 1st 20XX will only take effect as of September 1st 20xx+1. "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

Institution	Grading system
F GIF-YVE03 Campus Gif Campus Châtenay	<u>See Annex 2</u>
B-BRUXEL04	http://www.ulb.ac.be/enseignements/presentation/fr/presentation-fr-ects.html

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
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F GIF-YVE03 Campus Gif /Supélec	1 st year students : Sophie.david@centralesupelec.fr 2 nd year students : Laelitia.Amet@centralesupelec.fr 3 rd year / Master students : Pascale.Steinmetz@centralesupelec.fr	http://www.diplomatie.gouv.fr/en/coming-to-france/studying-in-france/
F GIF-YVE03 Campus Châtenay/ Centrale Paris	student.mobility@ecp.fr	http://www.diplomatie.gouv.fr/en/coming-to-france/studying-in-france/
B-BRUXEL04	mobilite@ulb.ac.be	http://diplomatie.belgium.be/fr/Services/venir_en_belgique/ http://www.ulb.ac.be/enseignements/cpe/cpedocs/guide-fr.pdf

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
F GIF-YVE03 Campus Gif	1 st year students : Sophie.david@centralesupelec.fr 2 nd year students : Laelitia.Amet@centralesupelec.fr 3 rd year / Master students : Pascale.Steinmetz@centralesupelec.fr	http://www.supelec.fr/388_p_11977/budget-d-un-eleve-et-protection-sociale.html
F GIF-YVE03 Campus Châtenay	student.mobility@ecp.fr	http://www.cleiss.fr/particuliers/je_viens_etudier_en_france.html http://www.ameli.fr/
B-BRUXEL04	mobilite@ulb.ac.be	12 Euro are requested for ULB insurance, this covers any accidents that might occur in the pursuit of academic activities http://www.ulb.ac.be/services/etudiants/assurances-etudiants.html

4. Housing

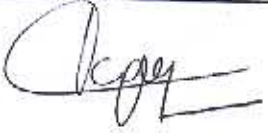
The receiving institution will guide incoming mobile participants in finding

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
F GIF-YVE03 Campus Gif	Gif campus : CESAL herve.leguil@centrale-supelec.fr Metz campus : A.L.O.E.S. Tél : +33 (0)3.87.74.36.37 Rennes campus : Jean- luc.touffet@sahm- lesfoyers.com	http://www.supelec.fr/388_p_12064/halls-of-residence-catering-and-cafeterias.html (application forms are sent to students after their official admission).
F GIF-YVE03 Campus Châtenay	student.mobility@ecp.fr	http://www.ecp.fr/op/edit/home/Centrale_Paris/Campus_et_vie_etudiante/Logement
B-BRUXEL04	Office.du.Logement@ulb.ac.be	http://www.ulb.ac.be/logements/index.html

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁶
F GIF-YVE03	Jocelyn FIORINA Institutional Coordinator	12/02/2016	 
B-BRUXEL04	Ecole polytechnique de Bruxelles Prof. Gérard DEGREG Dean Prof. Marie-Paule DELPLANCKE Coordinator of the	01/02/2016	

⁶ Scanned signatures are accepted

	Exchange Programs		 <i>[Handwritten signature]</i>
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GENERAL INFORMATION		
Institution	CENTRALESUPELEC	
	<u>Head of Institution</u> Mr Hervé BIAUSSER	
	<u>Contact details</u>	
	<u>Gif Campus/Supélec</u> 3 rue Joliot Curie Plateau du Moulon F-91192 Gif-Sur-Yvette Cedex France Phone : +33 (0)1 69 85 12 12 Fax : + 33 (0)1 69 85 12 34 http://www.supelec.fr	<u>Châtenay Campus/Centrale Paris</u> Grande Voie des Vignes 92295 Châtenay-Malabry Cedex Phone : +33 (0)1 41 13 10 00 Fax : + 33 (0)1 41 13 10 10 http://www.ecp.fr
Website		
Website	http://www.centralesupelec.fr	
Erasmus ID code	F GIF-YVE03	Charte 2015-1-FR01-KA103-013845
PIC code	933906883	
Student Exchange office	<u>Contact details</u> International Affairs	
Fax	+ 33 (0)1 69 85 12 48	+ 33 (0)1 41 13 18 76
Email	international@supelec.fr	student.mobility@ecp.fr
Erasmus + coordinator	Jocelyn FIORINA jocelyn.fiorina@centralesupelec.fr +33 (0)1 69 85 12 43	
Email		
Phone		
Erasmus + Administrative contact	Anne-Hélène PICOT +33 (0)1 69 85 22 43 anne-helene.picot@centralesupelec.fr	Véronique REBOLHO +33 (0)1 41 13 13 77 veronique.rebolho@centralesupelec.fr
Phone		
Email		
Outgoing student	Anne CHRETIEN Phone : +33 (0)1 69 85 12 44 anne.chretien@centralesupelec.fr	Carine MOROTTI-DELORME Phone : +33 (0)1 41 13 15 05 carine.morotti-delorme@centralesupelec.fr
Phone		
Email		
Incoming student	Xavière MARCY +33 (0)1 69 85 12 46 xaviere.marcy@centralesupelec.fr	Marisol VERSTRAETE +33 (0)1 41 13 17 79 marisol.verstraete@centralesupelec.fr
Phone		
Email		

GRADING SYSTEM

Gif Campus/Supélec

3 rue Joliot Curie
Plateau du Moulon
F-91192 Gif-Sur-Yvette Cedex France
Phone : +33 (0)1 69 85 12 12
Fax : +33 (0)1 69 85 12 34

European Credit Transfer System (ECTS) - typically 1 semester corresponds to 30 ECTS
Grade scale: grades are awarded on a scale of 0 to 20, with 20 as the highest grade.
The minimum passing grade is 10.

ECTS grade	High number of students ranked system considering the percentage of admitted students	Low number of students rating system
A	10%	Excellent
B	25%	Very Good
C	30%	Good
D	25%	Satisfactory
E	10%	Adequate/Sufficient
F		Unsatisfactory failed

Châtenay Campus / Centrale Paris

Grande Vole des Vignes
92295 Châtenay-Malabry Cedex
Phone : +33 (0)1 41 13 10 00
Fax : +33 (0)1 41 13 10 10

The grading system at CentraleSupélec campus of Châtenay can be summarized as follows: all activities of the curriculum are assessed, either by a grade or by a « pass / fail » designation. When grades are given, it is on a scale of 0 to 20 and yet, most grades are given between 6 and 16. It is generally considered impossible to establish a direct equivalence with any other foreign system.

Academic requirements (how to read the transcript): The minimum mark required to validate a course or project is 10/20. Any mark below 7/20 is a fail (called "insuffisance"). Any mark greater or equal to 7/20 and less than 10/20 is termed "tolérance". Four *tolérances* or more during a year of study also generate a fail (or "insuffisance").

To validate a semester, students must have an overall average greater or equal to 10/20 and no fails (or "insuffisance") in any courses. If these two conditions are met, the 30 ECTS credits of a completed semester are automatically given, regardless of the number of ECTS credits indicated on the transcript.

Grades are attributed according to the following rules:

Grade (0/20) - (letter)	or rank	Pass or Fail
>= 16 - A+	< = best 5%	Passing grade
>= 15 - A	< = best 10%	
>= 14 - A-	< = best 20%	
>= 13 - A-	< = best 30%	
>= 12 - B+	< = best 40%	
>= 11 - B	< = best 50%	
>= 10 - B-	< = best 60%	Passing but unsatisfactory
>= 9 - C+	< = best 70%	
>= 8 - C	< = best 80%	
>= 7 - C-	< = best 90%	Failing grade
< 7 - F	-	

The GPA (Grade Point Average) is calculated according to the following rules : A+ = 4.33; A = 4.00; A- = 3.67; B+ = 3.33; B = 3.0; B- = 2.67; C+ = 2.33; C = 2.0; C- = 1.67.