

Studying at Artois University as part of the Erasmus+ International Mobility supported by external policy funds programme with University of Sarajevo

➤ **GUIDE FOR APPLICANTS** ◀ Academic years



Erasmus+ INTERNATIONAL MOBILITY

SUPPORTED BY EXTERNAL POLICY FUNDS

GENERAL INTRODUCTION

The **Erasmus+ International Mobility supported by external policy funds programme** (Erasmus+ EPF) allows students, from higher education establishments located outside Europe and partners of the programme, to study at Artois University from the 2nd year of their higher education studies onwards.

Particular attention is devoted to students from disadvantaged socioeconomic backgrounds.

Artois University receives European subsidies which consists of giving participants a financial aid to partially cover:

- **the costs of the stay** in the form of a monthly (student) stipend + possibility with a complementary monthly stipend for students with fewer opportunities ;
- the **travel costs** based on distance covered ;
- actual **costs** of any **specific needs** (reserved for disabled persons).

The EPF Mobility period will be recognized in the home institution after credits have been validated in the host institution.

In collaboration with partner establishments, an inter-institutional Erasmus+ agreement has been signed defining the number of mobilities, the duration and the field and level of studies targeted.

❖ APPLYING FOR THE ERASMUS+ EPF MOBILITY STUDY PROGRAMME

GENERAL TERMS AND CONDITIONS

- To be registered in the home institution for the year of the mobility,
- To have completed at least one year of studies in the home institution prior to the year of mobility,
- To have the command of the French level required by the inter-institutional Erasmus+ agreement signed between Artois University and your home institution,
- To have a solid academic dossier and meet the requirements of Artois University and mobility programme,
- To pay the registration fees at the home institution (instead of Artois University),
- To pay the fees for visa applications, accommodation, food and insurance,
- To follow the lessons approved by the home institution and sit the examinations of Artois University,
- To have your grades and credits obtained and validated at Artois University recognised by your home institution,
- To obtain your diploma from your home institution, subject to your success.

CALENDAR: STUDY MOBILITY – 2023/2024 ACADEMIC YEAR

➤ **For a study stay during the 1st semester or full academic year 2023/2024**
from early September 2023 :

- ★STAGE 1★ **MARCH 2023 :**
Call for student candidates prepared and sent by Artois University to partners. Dissemination of this call for applications to students by the partner.
- ★STAGE 2★ **UNTIL 15 MAY 2023 :**
Application dossiers are filled out and submitted by students to their home institution.
- ★STAGE 3★ **UNTIL 31 MAY 2023 :**
Preselection of students and dispatch of a main and complementary list by the home institution to Artois University.
- ★STAGE 4★ **UNTIL 15 JUNE 2023 :** Final selection of students by Artois University.

➤ **For a study stay during the 2nd semester 2023/2024**
from early January 2024 :

- ★STAGE 1★ **MARCH 2023 :**
Call for student candidates prepared and sent by Artois University to partners. Dissemination of this call for applications to students by the partner.
- ★STAGE 2★ **UNTIL 15 OCTOBER 2023 :**
Application dossiers are filled out and submitted by students to their home institution.
- ★STAGE 3★ **UNTIL 31 OCTOBER 2023 :**
Preselection of students and dispatch of a main and complementary list by the home institution to Artois University.
- ★STAGE 4★ **UNTIL 15 NOVEMBER 2023 :** Final selection of students by Artois University.

CALENDAR: STUDY MOBILITY – 2024/2025 ACADEMIC YEAR

➤ **For a study stay during the 1st semester or full academic year 2024/2025**
from early September 2024 :

- ★STAGE 1★ **MARCH 2024 :**
Call for student candidates prepared and sent by Artois University to partners. Dissemination of this call for applications to students by the partner.
- ★STAGE 2★ **UNTIL 15 MAY 2024 :**
Application dossiers are filled out and submitted by students to their home institution.
- ★STAGE 3★ **UNTIL 31 MAY 2024 :**
Preselection of students and dispatch of a main and complementary list by the home institution to Artois University.
- ★STAGE 4★ **UNTIL 15 JUNE 2024 :** Final selection of students by Artois University.

➤ **For a study stay during the 2nd semester 2024/2025**
from early January 2025 :

- ★STAGE 1★ **MARCH 2024 :**
Call for student candidates prepared and sent by Artois University to partners. Dissemination of this call for applications to students by the partner.
- ★STAGE 2★ **UNTIL 15 OCTOBER 2024 :**
Application dossiers are filled out and submitted by students to their home institution.
- ★STAGE 3★ **UNTIL 31 OCTOBER 2024 :**
Preselection of students and dispatch of a main and complementary list by the home institution to Artois University.
- ★STAGE 4★ **UNTIL 15 NOVEMBER 2024 :** Final selection of students by Artois University.

APPLICATION PROCEDURE

↵ **Fill out ELECTRONICALLY and sign the application form**, then have it signed and stamped by the coordinator of the home institution.

↵ **The following documents must be enclosed with each application form:**

- **Proof of university attendance** (transcripts of records, diplomas) **and their translation** into French or English,
- **Curriculum Vitae (CV)** into French or English,
- **Cover letter** into French or English,
- **French Language level certificate** (+ *English level certificate only for candidates who will follow a study programme taught in English*),

▶ **For candidates who do not study the French Language as a speciality in the home institution:**

Join a DELF/DALF/TEF/TCF official certificate

▶ **For candidates who study the French Language as a speciality in the home institution:**

Join a letter signed by a French language professor confirming your level

- **Copy of proof of registration with the home institution** (student card or any other proof issued by the home institution),
- **Copy of passport.**

Inclusion criterias

Where applicable, proof of fewer opportunities situation :

- **Proof of financial aid:** if you receive financial aid in your home country for your studies (Ministry, University, etc.),
 - **Proof of disability/health-related condition:** physical, mental, sensory or intellectual,
 - **Proof that you live/come from** a remote or rural areas, small islands or peripheral/outermost regions, urban suburbs, less serviced areas, a cultural less integrated background (refugees, migrant status),
 - **Proof of educational difficulties background.**
- + short explanation of your situation**

↵ **Submit the complete dossier** to the contact person responsible for the programme at your home institution

- before **May 15** for a study stay during the first semester or full academic year
- before **October 15** for a study stay during the 2nd semester

CANDIDATES SELECTION PROCEDURE

↵ **Selection criteria**

- Academic level
- Linguistic level
- Motivation
- Social and health-related backgrounds

↵ **Selecting candidates**

- Preselection by the home institution
- Final selection by Artois University

After you have been preselected and selected by your home institution and Artois University, you will receive an **ACCEPTANCE LETTER** confirming that you have been accepted to study at Artois University as part of the Erasmus+ EPF Mobility programme.

❖ FINANCIAL AID FOR EPF MOBILITY

By participating in EPF Mobility, you will be awarded Erasmus+ financial aid by Artois University to cover some of the costs involved in mobility.

This mobility aid is a fixed sum and is calculated based on your destination country.

Table of financial aid granted per mobility

Number of mobilities	Duration (month/pers.)	Required Level of French	Level (L, M, D)	Subject	Faculty of Artois University	Travel costs	Study costs	Inclusion top-up
3	5 months	B2	Licence Master	Literature and Linguistics (French)	Faculty of Letters and Arts	275€/pers.	€850/month*	250€*

*Depending of the inclusion criterias, the scholarship could be increased by a "Inclusion top-up" monthly amount. The host and sending institutions will review and decide on the application file.

❖ ORGANISING STUDY MOBILITY FOR SELECTED STUDENTS

PRIOR TO MOBILITY

★ **Complete the ADMINISTRATIVE DOSSIER:**

- **Erasmus+ Learning Agreement** duly completed and signed by the student and the coordinators of the home institution,
- **Copy of passport** valid for the full duration of the stay in France,
- **Copy of birth certificate** in mother tongue and **its sworn translation in French** giving the surnames and first names of the parents,
- **2 identity photos conforming**,
- **Private Insurance Certificate for medical expenses – accidents - repatriation** valid for the whole stay in France.

★ **Complete and sign the LEARNING AGREEMENT:** the Learning Agreement officialises your choice of course at Artois University so that the grades and credits obtained from that course can be recognized in your home institution.

Online course catalogue : <http://formations.univ-artois.fr/cdm/fr-FR/accueil>

★ **Sign the GRANT AGREEMENT :** the Grant Agreement sets out the general information associated with your mobility, confirms your status as an exchange student, defines the expected duration of your study stay and gives details of your financial aid as well as the terms and conditions of granting.

★ **Acknowledge the STUDENT CHARTER for the Erasmus+ programme and its general terms and conditions** (rights and duties of the Erasmus+ student).

★ **Campus France procedure and application for a student visa:** Students who are NOT a national of a Member State of the European Economic Area must hold a visa in order to be able to study in France.

Visit the Campus France website: <https://www.campusfrance.org/fr>

"Etudes en France" process: <https://pastel.diplomatie.gouv.fr/etudesenfrance/dyn/public/authentication/login.html>

★ **Compulsory Private Insurance for ACCIDENTS & REPATRIATION:** before starting your study abroad, you must be **take out a private insurance in the home country that covers you during your travel and stay in France for the entire period of mobility** planned in the event of medical costs or hospital stays (which might not be repaid by the French Social Security*), physical accidents and repatriation.

▶ **Private Insurance certificate must be provided to the International Office of Artois University before the mobility starts.**

★ **Book accommodation:** the **International Relations Office (IRO)** of Artois University will reserve accommodation for you in a residence hall or help you find it in private sector: <http://www.univ-artois.fr/international/venir-etudier-luniversite-dartois/en-programme-dechange/avant-votre-depart/logement>

★ **Contact the IRO of Artois University** for any questions concerning your arrival.

ON YOUR ARRIVAL AND DURING MOBILITY

★ **Physical welcome and personalised accompaniment** by the IRO of Artois University and a buddy.

★ **Welcome Day:** Presentation of Artois University and its departments, presentation of the university system, administrative registration and city tour.

★ **Carry out the administrative procedures required for your study in France:** subscribe to French Student Social Security*, take out Civil Liability Insurance, take out Home Insurance, open a bank account, apply for housing benefit, validate your long-stay visa, various subscriptions, etc.

* mandatory if you are not a national of a Member State of the European Economic Area – free.

★ **Administrative registration** at Artois University and obtention of a multiservice student card.

★ **Create and sign a PAGE OF CHANGES to the Learning Agreement** (when appropriate).

★ **Class registration** to the courses selected and set out in the Learning Agreement or page of changes.

★ **Payment of financial aid:** payment terms set out in the contract of mobility.

★ **Submit the Erasmus+ Participant Report.**

★ **Attend classes in French as a Foreign Language (FLE) organised** by the IRO of Artois University.

★ **Regular attendance at classes and presence at examinations.**

★ **Participate in Discovery Days covering the region and its heritage** organised by the IRO of Artois University.

AFTER MOBILITY

★ **End-of-stay survey**

★ **A certificate of attendance will be issued** confirming the actual dates of your study stay abroad.

★ **A transcript of records will be issued** setting out your results and the credits obtained (where applicable) for the courses taken, accompanied by a reading grid for the French grading system.

The IRO will send this transcript of records to your home institution for the results obtained at Artois University to be validated and recognized.

❖ YOUR CONTACT AND RESPONSIBLE PERSONS

	ARTOIS UNIVERSITY	UNIVERSITY OF SARAJEVO
ADMINISTRATIVE CONTACT(S)	<p>International Relations Office</p> <p>Léa VANNOORENBERGHE Incoming exchange students incoming-exchange@univ-artois.fr +33 3 21 60 38 68</p>	<p>International Academic Cooperation Office Faculty of Philosophy Mirsada HOSIC mirsada.hosic@ff.unsa.ba</p>
ACADEMIC CONTACT(S)	<p>Faculty of Letters and Arts</p> <p>Prof. Jean-Marc VERCRUYSE Departmental Coordinator jmarc.vercruysse@univ-artois.fr</p>	<p>Faculty of Philosophy Department of Romance Languages & Literatures</p> <p>Prof. Emir ŠIŠIĆ Departmental coordinator emir.sisic@ff.unsa.ba</p>

Detailed information about studying abroad at Artois University can be found at : <http://www.univ-artois.fr/international/venir-etudier-luniversite-dartois/en-programme-dechange>