

Case followed by: Katy HOVELAQUE
E-mail: katy.hovelaque@univ-lille.fr
Ph.: +33.3.62.26.81.09

Villeneuve d'Ascq, 30 October 2018

Object: ERASMUS+, International Credit Mobility 2018

Dear Colleagues,
Esteemed partner,

The University of Lille has the pleasure to inform you that **the Erasmus+ project** with your University **has been accepted in 2018**. This **2-year project** will allow us to **exchange students and staff** until the 31st of July 2020. It is a great opportunity to **strengthen our cooperation** and we hope that we will be able to organize all the planned mobility.

Please find below the main **information about the program** and the **procedures** that we have already put in place since 2015. If you have any comment/question, please contact us right away.

1. Signature of the Inter-Institutional Agreement, Erasmus+

First of all, we need to **sign a cooperation agreement**. Know that when we applied to our national agency we had already defined **specific domains** and **mobility flows/duration** according to our current cooperation and needs to develop it. This is why we will not be able to open this program to other field of study.

Attached to this email, you will find the pre-filled **Erasmus+ Inter-institutional Agreement**. **Please complete the missing data**. Once this will be completed, we will be able to start the signature procedure in 2 original copies.

2. Selection and preparation of the mobility for student mobility (SMS)

The **selection of student will be first in your university** - with a transparent (clear evaluation criteria) and fair selection committee - and will then be submitted to the University of Lille (International Office and Professors). Once students are selected by both institutions, they will have to **complete an online form** respecting the established deadlines - see **Factsheet**.

An **Erasmus+ Contract** and **Learning Agreement** will have to be signed prior to the mobility mentioning the period of stay, amount of the grant and regulations for the participant.

3. Selection for teaching staff mobility (STA)

Once again, as projects were defined in advance, the **selection of staff** will have to be **discussed between Professors** in charge of the cooperation and programs targeted. It is important to remind candidates that they will have to **teach a minimum of 8 hours in 1 week** (7days). The mobility should be planned at least 2 months in advance in order to organize properly the program and arrival.

An **Erasmus+ Contract** and **Teaching Plan** will have to be signed prior to the mobility mentioning the period of stay, planned activities and strategic development, the amount of the grant and regulations for the participant.

4. End of the mobility - Reports

Each participant (student and staff) will have to **complete reports** about the mobility and outcomes/projects planned.

This is only a short presentation of the project. You will be able to find more details about finances and regulations in the transmitted PowerPoint presentation. We will of course be in touch to talk and discuss about the procedures in order to adapt them to your university if needed.

Respectfully,



Véronique LEVEL
Director
Direction of International Mobility

