

Annex to Erasmus + Inter-Institutional Agreement
Institutional Fact Sheet 2023/24

1. Institutional Information

1.1. Institutional details

Name of the institution	École Nationale Supérieure d'Ingénieurs de Caen- ENSICAEN
Erasmus Code	F CAEN05
PIC	986038369
Address International Office	International Office, 6 boulevard Maréchal Juin – 14050 Caen Cedex - France
Website Institution	National Graduate School of Engineering and Research Center - ensicaen
Website International Office	INTERNATIONAL en - ensicaen
Online course catalogue	Module catalogue 2023/2024 (ensicaen.fr)
English courses	Computer Science Engineering Physics and Embedded Systems Materials and Chemistry

1.2. Main contacts

Contact person	Pr. Jean-Michel Rueff
Responsibility	Head of International Office Erasmus Institutional Coordinator
Contact details	Phone: +33 2 31 45 27 81 / +33 6 44 32 33 31 Email: jean-michel.rueff@ensicaen.fr

Contact person	Mrs Lisa Juste
Responsibility	Contact person for Erasmus partner institutions and inter-institutional agreements Contact person for Erasmus outgoing/incoming students and staff mobility Contact person for General Erasmus enquiries
Contact details	Phone: +33 2 31 45 27 72 Email: relations.internationales@ensicaen.fr or lisa.juste@ensicaen.fr

Contact person	Mrs Pauline Morceau
Responsibility	Contact person for Erasmus partner institutions and inter-institutional agreements Contact person for Erasmus outgoing/incoming students Contact person for General Erasmus enquiries
Contact details	Phone: +33 2 31 27 77 Email: relations.internationales@ensicaen.fr or pauline.morceau@ensicaen.fr

Contact person	Mrs Marie Travert
Responsibility	Contact person for Erasmus outgoing/incoming students Contact person for General Erasmus enquiries
Contact details	Phone: +33 2 31 27 77 Email: relations.internationales@ensicaen.fr or marie.travert@ensicaen.fr

2. Detailed requirements and additional information

A. Digitalized IIA

We strongly encourage the use of the Erasmus Without Paper network to sign new Erasmus+ agreements and renew the current ones. We use the EWP Dashboard and are highly committed in having digitalized IIAs.

B. 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	Requires language of instruction level *	Participation in the intensive French course (end of August, a 1-week intensive course) (25 hours / no fee)
Student Mobility for Studies	Any	French	Proof of C1 (French) by the registration deadline	Optional
			Proof of B1 (French) or B2 (French) by the registration deadline	Optional, but highly recommended
	Any	English	Proof of B2 (English) by the registration deadline	Placement test at the beginning of the year to organize English groups by level
Staff Mobility for Teaching / Training	Any	French / English	B2	/

* Level according to Common European Framework of Reference for Languages (CEFR), see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

For more details on the language of instruction recommendations, please refer to our course catalogue: [Livret pédagogique numérique 2022/2023 \(ensicaen.fr\)](http://ensicaen.fr/livret-pedagogique-numerique-2022/2023)

C. Additional requirements

Application and selection process for a study mobility at ENSICAEN:

- ENSICAEN will send an email to all its partners when the nomination period opens.
- The partner HEI's International Office will nominate their students using the Forms link provided in the email send by ENSICAEN.
- As soon as the student is nominated at ENSICAEN, they will receive the application process by email. They will have to submit an application on MoveOn (link provided by ENSICAEN) and they must be prepared to
 - o Either submit an Online Learning Agreement on EWP.
 - o Or send us a filled but unsigned 'paper' Learning Agreement which will need approval from our referent teachers. Once accepted the student will need to send us an Online Learning Agreement on EWP.
- We will then address our acceptance letter to each student officially selected as soon as the Learning Agreement is approved by our teachers (and cc. the coordinator).
- The official administrative registration at ENSICAEN is done once the incoming students arrive in Caen at the beginning of the semester.

Research project:

Every study mobility that would happen during Spring semester (January – July at the latest) will have to be concluded with the submission of a research project. Incoming students will conduct their work as they will be welcomed in a laboratory facility at ENSICAEN under the supervision of the academic coordinator.

This research project lasts around 6 weeks and takes place in May and June. It is part of the learning program offered at ENSICAEN and grants 15 ECTS to the incoming student who wishes to follow Spring term courses.

Special Needs:

Students and staff with disabilities are welcomed to apply for an Erasmus exchange period to our Engineering school. Our institution is generally able to accommodate students and staff with disabilities upon request. Please make sure to inform us about the special needs of your students and staff well ahead of time.

D. Calendar

1. Nomination, Registration and Application Deadlines

Nomination by home institution of selected students must reach our institution between:

Winter term	March 1st to April 30 th
Spring term	October 15

Submission of the application on MoveOn by the nominated students between:

Winter term	May 1 st to June 1 st
Spring term	November 1 st

Decision of acceptance/refusal sent by ENSICAEN to applicants between:

Winter term	June 1 st to June 15 th
Spring term	December 1 st

- Registration before incoming students' arrival at ENSICAEN: A link for online registration (MoveON) will be sent by our International office (international@ensicaen.fr) to nominated incoming students.
- Registration once incoming students have arrived at ENSICAEN: the final administrative registration will be finalised by the nominated incoming students just before the start of the courses.

2. Decision Response

We will send our decision within 2 to 4 weeks after the end of the application period.

3. Transcripts of Records

Transcript of Records will be issued by the receiving institution no later than 5 weeks after the assessment period has finished at ENSICAEN. However due to some administrative and technical difficulties in registering the exams, it could take up to 6-8 weeks for us to send the Transcript of Records.

E. Additional information

1. Grading system

The École Nationale Supérieure d'Ingénieurs de Caen - ENSICAEN awards ECTS for engineering training courses. Please note that our 1st year is equivalent to a Bachelor degree, the 2nd and 3rd years are equivalent to a Master degree (MSc).

ECTS credits	
1 full academic year	60 ECTS
1 semester	30 ECTS

ENSICAEN use numerical grading scale as follows:

Marks /20	Letter Grade Scale	In words	Corresponding to
16 - 20	A	<i>Très bien</i>	EXCELLENT (very good)
14 – 16	B	<i>Bien</i>	GOOD (well above average)
12 – 14	C	<i>Satisfaisant</i>	SATISFACTORY (fulfilling all normal requirements)
10 – 12	D	<i>Suffisant</i>	SUFFICIENT (meeting requirements despite weakness)
0 - 9	F	<i>Insuffisant</i>	INADEQUATE (not sufficient / fail)

2. 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 and information sources:

Contact details	Phone: +33 2 31 45 27 79 Email : international@ensicaen.fr
Website	INTERNATIONAL en - ensicaen

3. Insurance

Our institutions will provide any assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.

https://ec.europa.eu/info/index_en

We will inform incoming students/staff of cases in which insurance cover is not automatically provided. Indeed, for an internship at ENSICAEN, a civil liability coverage is compulsory. Information and assistance can be provided by the following contact point and information sources:

Contact details	Phone: +33 2 31 45 27 79 Email: international@ensicaen.fr
Website	INTERNATIONAL en - ensicaen

4. Housing

We can provide a few rooms for Erasmus exchange students during winter semester. Of course, the number of rooms available for exchange student is limited so we cannot ensure all incoming students will benefit from our housing service.

For Spring semester, we cannot guarantee rooms for exchange students. Nonetheless, incoming students can express a request to ENSICAEN and on their own to the student dormitories in Caen.

For more information about the accommodation we provide, visit <https://www.crous-normandie.fr/logements/>. If you are interested in benefiting from our housing service, information and assistance can be provided by the following person and information sources:

Contact details	Phone: +33 2 31 45 27 79 Email: international@ensicaen.fr
Website	https://www.crous-normandie.fr/se-loger/liste-de-nos-logements/

5. Academic International admissions and calendar:

	Winter term	Spring term
Intensive French Course	Last week of August (week before the beginning of the school year)	N/A
Lecture period	Master 1 st year: September – December Master 2 nd year: September – November	January – April (at the latest) <i>Lecture period followed by a research project</i>
Exam period	Master 1st year: January Master 2 nd year: February	Master 1st year: mid-April Master 2nd year: research project

6. Welcome booklet

[Here is our welcome booklet for incoming students, full of useful informations!](#)