

**Annex to Erasmus + Inter-Institutional Agreement**  
**Institutional Fact Sheet 2022/23**

**1. Institutional Information**

**1.1. Institutional details**

<b>Name of the institution</b>	<b>École Nationale Supérieure d'Ingénieurs de Caen- ENSICAEN</b>
<b>Erasmus Code</b>	FCAEN05
<b>PIC</b>	986038369
<b>Address International Office</b>	International Office, 6 boulevard Maréchal Juin – 14050 Caen Cedex - France
<b>Website Institution</b>	<a href="https://www.ensicaen.fr/en/">https://www.ensicaen.fr/en/</a>
<b>Website International Office</b>	<a href="https://www.ensicaen.fr/en/international/">https://www.ensicaen.fr/en/international/</a>
<b>Online course catalogue</b>	<a href="https://www.ensicaen.fr/en/formations/">https://www.ensicaen.fr/en/formations/</a>

**1.2. Main contacts**

<b>Contact person</b>	Dr. Jean-Michel Rueff
<b>Responsibility</b>	International Office Director Erasmus Institutional Coordinator
<b>Contact details</b>	Phone: +33 2 31 45 27 81 / +33 6 44 32 33 31 Email: <a href="mailto:jean-michel.rueff@ensicaen.fr">jean-michel.rueff@ensicaen.fr</a>

<b>Contact person</b>	Mrs Lisa Juste
<b>Responsibility</b>	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
<b>Contact details</b>	Phone: +33 2 31 45 27 72 Email: <a href="mailto:relations.internationales@ensicaen.fr">relations.internationales@ensicaen.fr</a> or <a href="mailto:lisa.juste@ensicaen.fr">lisa.juste@ensicaen.fr</a>

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

<b>Contact person</b>	Mrs Nathalie Perrier
<b>Responsibility</b>	Contact person for Erasmus outgoing/incoming students Contact person for General Erasmus enquiries
<b>Contact details</b>	Phone: +33 2 31 45 27 79 Email: <a href="mailto:relations.internationales@ensicaen.fr">relations.internationales@ensicaen.fr</a> or <a href="mailto:nathalie.perrier@ensicaen.fr">nathalie.perrier@ensicaen.fr</a>

## 2. Detailed requirements and additional information

### A. 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 2-week intensive course) (50 hours / no fee)
<b>Student Mobility for Studies</b>	Any	<b>French</b>	Proof of C1 (French) by the registration deadline	Optional
			Proof of B1 (French) or B2 (French) by the registration deadline	Optional, but highly recommended
			Proof of A2 (French) by the registration deadline	Mandatory (Although the study mobility is subject to validation by the academic coordinator)
	Any	<b>English</b> English taught International MSc courses <u>on request only!</u>	Proof of B2 (English) by the registration deadline	Placement test at the beginning of the year to organize English groups by level
<b>Staff Mobility for Teaching / Training</b>	Any	<b>French / English</b>	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: <http://livretpedagogique.ensicaen.fr/pages/index.php?>

## B. Additional requirements

### Application and selection process for a study mobility at ENSICAEN:

- The partner HEI's International Office will send to [relations.internationales@ensicaen.fr](mailto:relations.internationales@ensicaen.fr) the list of its selected students for a study mobility at ENSICAEN.
- As soon as the student is nominated at ENSICAEN, he/she must be prepared to send us a filled but unsigned Learning Agreement which will need approval from our referent teachers.
- We will address our acceptance letter to each student officially selected as soon as the Learning Agreement is approved by our teachers.
- A first registration form must be completed online before the mobility begins, while the official administrative registration at ENSICAEN is done once the incoming students arrive at the beginning of the semester.

### Research project:

Every study mobility that would happen during Spring semester (January – August 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 12 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.

## C. Calendar

### 1. Nomination, Registration and Application Deadlines

**E-Mail Nomination by home institution** of selected students must reach our institution by:

<b>Winter term</b>	May 15
<b>Spring term</b>	October 15

**Application decision E-Mail by our institution** of nominated student will be sent before:

<b>Winter term</b>	June 1 <sup>st</sup>
<b>Spring term</b>	November 1 <sup>st</sup>

**Online Registration (MoveOn)** of nominated students must reach our institution by:

<b>Winter term</b>	July 1 <sup>st</sup>
<b>Spring term</b>	December 1 <sup>st</sup>

- Registration before incoming students' arrival at ENSICAEN : A link for online registration (MoveON) will be sent by our International office ([international@ensicaen.fr](mailto: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 weeks.

### 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.

## D. Additional information

### 1. Grading system

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

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 any 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 point and information sources:

<b>Contact person</b>	Mrs Nathalie Perrier
<b>Responsibility</b>	General Erasmus incoming enquiries Contact person for Erasmus incoming students
<b>Contact details</b>	Phone N. Perrier: +33 2 31 45 27 79 Email : <a href="mailto:international@ensicaen.fr">international@ensicaen.fr</a>
<b>Website</b>	<a href="https://www.ensicaen.fr/en/international/">https://www.ensicaen.fr/en/international/</a>

### 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](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:

<b>Contact person</b>	Mrs Nathalie Perrier
<b>Responsibility</b>	General Erasmus incoming enquiries Contact person for Erasmus incoming students
<b>Contact details</b>	Phone N. Perrier: +33 2 31 45 27 79 Email: <a href="mailto:international@ensicaen.fr">international@ensicaen.fr</a>
<b>Website</b>	<a href="https://www.ensicaen.fr/en/international/">https://www.ensicaen.fr/en/international/</a>

### 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 are not able to provide rooms for exchange students. Nonetheless, incoming students can express a request on their own to the student dormitory 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:

<b>Contact person</b>	Mrs Nathalie Perrier
<b>Responsibility</b>	General Erasmus incoming enquiries Contact person for Erasmus incoming students
<b>Contact details</b>	Phone N. Perrier: +33 2 31 45 27 79 Email: <a href="mailto:international@ensicaen.fr">international@ensicaen.fr</a>
<b>Website</b>	<a href="https://www.crous-normandie.fr/logements/">https://www.crous-normandie.fr/logements/</a>

### 5. Academic International admissions and calendar:

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