

³ 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>

D. Additional requirements

Selection and Admission

1. All Students must have completed at least one year of full-time study at the Home Institution prior to commencement of the Student Exchange (one semester only for outgoing UPJV students).
2. Student Candidates must meet all normal entry criteria as applied to students at the Host Institution, including any language requirements
3. The Host Institution reserves the right to reject Student Candidates put forward by the Home Institution on academic grounds.
4. Neither Institution will deny participation to students on the grounds of race, colour, religion, sexuality, national origin, gender, creed, age or disability.
5. Students will normally be admitted as full-time, non-graduating exchange students at the Host Institution.
6. The Home Institution will advise Exchange Students pre-departure on the academic and cultural differences at the Host Institution and in the host community.

2 Course of Study

1. Exchange Students will enroll in a standard full-time study load and complete all relevant assessment in accordance with the rules and policies of the Host Institution.
2. The Host Institution must advise the Home Institution immediately if an Exchange Student withdraws from or fails to complete their approved course.
3. Incoming students can take courses in all UPJV schools and campuses. They can also mix all levels of studies, subject to the agreement of their home coordinator and UPJV's departmental coordinator.

3 Tuition Fees and Other Costs

1. Exchange Students accepted under this Agreement are exempt from tuition fees at the Host Institution and will continue to pay their normal tuition fee to the Home Institution.
2. Exchange Students may be charged other normal fees as students of the Host Institution.
3. All living costs (including travel and accommodation costs) are the responsibility of the participating students and neither Institution is responsible for these costs.

4 Access and Regulation

1. Exchange Students are entitled to the same rights and privileges (including academic and library resources, and student support services), as students normally enrolled at the Host Institution.
2. Exchange Students are subject to the same rules and regulations as students normally enrolled at the Host Institution. Exchange Students continue to be subject to the rules and regulations of the Home Institution whilst at the Host Institution.
3. The Host Institution will provide Exchange Students with a full and clear orientation to the Institution, including health and safety arrangements, fire precautions and emergency evacuation arrangements.
4. The Host Institution will comply with all relevant health and safety legislation of the country in which the Host Institution is located.
5. In cases of serious accidents or incidents involving the Exchange Student or breaches of discipline by the Exchange Student, the Host Institution will advise and consult with contacts at the Home Institution.

E. Calendar

Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
F AMIENS01	Nominations: 31 st May Applications: 15 ^h June	Nominations: 15 th October Applications: 15 th November

2. Applicants to either institution may normally expect to hear the University's decision within four weeks of submitting a complete application.

3. Transcript of Records

A Transcript of Records will normally be issued by the Host Institution no later than five weeks after the assessment period has finished at the host institution. For Full Year students, the transcript will be issued only after the end of the second trimester of study. The transcript will be sent to the institutional contact, unless otherwise agreed.

4. Termination of the agreement

Either party may terminate the Agreement at any time, and for any reason. Notice must be given in writing 12 months in advance. Notice of termination does not affect any Exchange Students who have already commenced or been accepted by either Institution. 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 F AMIENS01

ECTS grade		Definition
A	from 14/20 to 20/20	Excellent : Outstanding performance with only minor errors
B	from 12/20 to 14/20	Very good : above the average standard but with some errors
C	from 10/20 to 12/20	Good : generally sound work with a number of notable errors
D	from 8/20 to 10/20	Satisfactory : fair but with significant shortcomings
E	from 6/20 to 8/20	Sufficient : performance meets the minimum criteria
FX	from 4/20 to 6/20	Fail : some more work required before the credit can be awarded
F	Below 4/20	Fail : considerable further work is required

2. Visa

Institution [Erasmus code]	Contact details (email, phone)	Website for information
F AMIENS01	dai@u-picardie.fr 0033 3 22 82 79 90	https://www.u-picardie.fr/international/venir-a-l-upjv/venir-etudier-a-l-upjv-conventions-bilaterales-237377.kjsp?RH=INT-VENIR

3. Insurance

1. The Universities will provide the same level of insurance to students as would be provided to students normally enrolled at the Home Institution.

Institution [Erasmus code]	Contact details (email, phone)	Website for information
F AMIENS01	dai@u-picardie.fr 0033 3 22 82 79 90	www.u-picardie.fr https://etudiants.u-picardie.fr/vie-etudiante/securite-sociale/securite-sociale-etudiante-44026.kjsp

2. Other details are as follows:

F AMIENS01	<p>Inbound Students</p> <p>Students registered for a semester or year at a French university are entitled to treatment on the French National Health Service. (Sécurité Sociale). Students must arrive with their European Health Insurance Card (EHIC) to be registered at the University.</p> <p>Please note that Non European students will have to pay “Sécurité Sociale” when they register at the UPJV. The other students will owe nothing.</p> <p>We also advise all students take out a French supplementary student health care insurance (Smeno or LMDE) upon arrival.</p> <p>Outbound Students</p> <p>All outbound students travelling for business or placement will have to be covered overseas by contracting a French insurance company and will need the European Health Insurance Card.</p>
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4. Housing

Institution [Erasmus code]	Contact details (email, phone)	Website for information
F AMIENS01	Barbara.dumeige@u-picardie.fr 0033 3 22 82 79 90	A file will be directly sent to the student upon reception of the nomination email www.crous-amiens.fr