

### Erasmus+ grants : International Credit Mobility (MIC) 2021 : Tunisia, Russia

I Prerequisites and eligibility criteria (for study mobilities)

#### 1. AT THE TIME OF APPLYING

In order to apply for a "MIC" study mobility, you must:

- be enrolled at the Cnam
- to have validated the mobility project with your academic supervisor
- meet the following nationality criteria: any student regularly enrolled at Cnam is eligible, regardless of nationality. Foreign students (outside the EU) must have a valid residence permit for the entire duration of their mobility

#### 2. AT THE TIME OF MOBILITY

In order to be able to go on a "MIC" study mobility program, after getting the acceptance by the host university, you must :

- be enrolled at the Cnam. Your administrative registration at Cnam is compulsory in order to be exempted from the registration fees in the host university and to obtain from Cnam, under the condition of passing the exams, the validation of your study period in Europe
- for foreign students outside the EU: to have a valid visa/residence permit in France and in the host country

*Attention : If your visa/residence permit is not up to date in France, you may not be able to enter French territory when you return from your mobility mobility.*

II Prepare your application

#### 1. DESTINATION AND PARTNER INSTITUTION

Consult the websites of the partner institution/university: you will find valuable information, including the courses available, the language(s) of instruction, certain specific requirements (mandatory language test, etc.)

#### 2. GET IN TOUCH WITH YOUR ACADEMIC ADVISOR

Meet with the professors in charge of your program to obtain his/her agreement on this exchange, on your choice of host university and your choice of courses

List of professors in charge of the program

Destination	EPN/Unit	Level	Professors in charge of the program
Tunisia	EPN1 / Mechanic	D	Walid LARBI (walid.larbi@lecnam.net)
Tunisia	EPN3 / Electronics	D	Chouki ZERROUKI (chouki.zerrouki@lecnam.net)
Tunisia	EPN3 / Sensors	D	Najla FOURATI (najla.fouratiennouri@lecnam.net)

Tunisia	EPN3 / Telecoms	M2	TBA
Tunisia	EPN13 / Ergonomics	M2	Hakim BENCHEKROUN (hakim.benchekroun@lecnam.net)
Tunisia	EPN16 / HRM	M2	Antoine PENNAFORTE (antoine.pennaforte@lecnam.net)
Russia	FOAP / Languages, intercultural	M2 and D	Elsa CHACHKINE (elsa.chachkine@lecnam.net)
Russia	EPN3 / Electrical engineering	M2 and D	Clément MAYET (clement.mayet@lecnam.net)
Russia	CEDRIC / Data mining	M2 and D	Vincent AUDIGIER (vincent.audigier@lecnam.net)
Russia	CEDRIC / Data mining	M2 and D	Ndeye NIANG-KEITA (n-deye.niang_keita@cnam.fr)

### III Application procedure

## 1. APPLICATION

Make an appointment with the person in charge of your study program  
Clearly present your motivation for the mobility and your study project  
Prepare a completed letter of motivation in which you explain your choice of university and indicate the courses you have selected. This document must be signed by the professor in charge of related study program (electronic signatures are accepted)

## 2. SUPPORTING DOCUMENTS

Attach all the supporting documents requested. Please provide them in the required format (jpg or pdf). The list of all supporting documents to be attached to your application is as follows:

- copy of the certificate of enrolment for the current year at Cnam
- copy of identity card or passport (valid)
- for students from outside the EU: copy of visa or residence permit (valid)
- an ID photo
- copy of the last transcript
- a CV
- a bank identification document (RIB)
- a copy of your health insurance card

## 3. FINANCIAL ASSISTANCE

Apply for mobility assistance

**Incomplete application file cannot be submitted and therefore cannot be processed.**

### IV Calendar

## APPLICATION DEADLINES

For a mobility in the 1st semester (S1 = from September to February) : June 30th  
For a mobility in the 2nd semester (S2 = from March to August) : November 30th

## V Criteria

**Not all destinations are open to everyone. Check out which disciplines are open in each partner country.**

The joint steering committee (CMP), which includes the pedagogical and administrative heads of the two universities, selects the applications in consultation with the professors responsible for the programs on the basis of the following criteria:

- Students' academic results
- Language skills
- Students' educational project
- Previous participation in the Erasmus+ program

## VI After the selection

**You have been selected for a MIC? Here are the steps to follow :**

### 1. DDEI SENDS YOU THE SELECTION NOTIFICATION

You must draw up the mobility contract and send it back to the DDEI by e-mail, finalized and imperatively get it signed by the professor in charge of your program

Any mobility contract submitted without the signature of the responsible professor will be refused and will lead to the cancellation of the student's application

### 2. APPLY FOR YOUR VISA

If you have any questions, please contact the host university (see contact list below) or write to us at: [international@lecnam.net](mailto:international@lecnam.net)

Country of destination	Host university	Visa/accommodation/other info
Tunisia	E10187884 University of Sfax	Head of International Relations Office Erasmus+ & H2020 point contact :GHORBEL Fatma <a href="mailto:fatma.ghorbel@usf.tn">fatma.ghorbel@usf.tn</a>
Tunisia	E10089170  University of Monastir	Mme Saoussen HAZALLAH BIZID  Head of the Network Projects Unit, Université of Monastir <a href="mailto:sauussenharzallahbizid@gmail.com">sauussenharzallahbizid@gmail.com</a>
Tunisia	E10191726  University of Carthage	International Relations Office  Tel: (+ 216) 71 745 515  E-mail: <a href="mailto:tahar.jallouli@gmail.com">tahar.jallouli@gmail.com</a>
Russia	Tomsk Polytechnic University (TPU)	International Student Department, Office 333 (room 1), 30 Lenin Ave., 634050, Tomsk, Russia, Tel.: +7 (3822) 60 64 26 E-mail: <a href="mailto:aastepanova@tpu.ru">aastepanova@tpu.ru</a>

Russia	Novossibirsk State University (NSU)	Visa: Tatiana Zakovryashina, Ekaterina Sotova E-mail: <a href="mailto:tatiana@admin.nsu.ru">tatiana@admin.nsu.ru</a> Tel. +7 (383) 363-42-92 <a href="https://english.nsu.ru/admission/new-students/visa-during-your-studies-renewal-tr">https://english.nsu.ru/admission/new-students/visa-during-your-studies-renewal-tr</a> Insurance: Kufina Viktoria Novoselova Elena E-mail: <a href="mailto:issc_elena@nsu.ru">issc_elena@nsu.ru</a> Tel. +7 (383) 363-43-56 <a href="https://english.nsu.ru/admission/new-students/healthcare-medical-insurance/?sph">https://english.nsu.ru/admission/new-students/healthcare-medical-insurance/?sph</a> Housing: International Student Recruitment Office <a href="mailto:interstudy@lab.nsu.ru">interstudy@lab.nsu.ru</a> Yana Antonova <a href="mailto:recruitment.nsu@gmail.com">recruitment.nsu@gmail.com</a> <a href="https://english.nsu.ru/admission/new-students/further-support/">https://english.nsu.ru/admission/new-students/further-support/</a>
Russia	Tomsk State University (TSU)	<a href="mailto:sharypinapolina@gmail.com">sharypinapolina@gmail.com</a> +7 3822 526 359  <a href="http://studentcenter.tsu.ru/?language=en">http://studentcenter.tsu.ru/?language=en</a>

### 3. YOU RECEIVE YOUR VISA AND ARE READY TO GO

Go to the DDEI to sign and collect your mobility contract  
 You will have to buy the tickets yourself  
 Scan and send us the scans of your airline tickets and boarding passes as proofs of your mobility

### 4. YOU HAVE JUST ARRIVED

Have the host university fill out the certificate of arrival and send it by e-mail to the DDEI within 15 days of your arrival. The first part of your aid (70%) will then be paid.  
 Any certificate not submitted within the deadline will automatically result in a delay in the payment of the financial aid.

### 5. DURING YOUR MOBILITY

If modifications in your study program are necessary: fill in the "pedagogical contract" and have it validated by your professor in charge at Cnam and by the professor in charge at the host university  
 Send the document by e-mail to the DDEI

### 6. A FEW DAYS BEFORE YOUR RETURN

Have the certificate of attendance filled in by the host university and send it by e-mail to the DDEI at least 5 days before the end of your stay  
 Fill in the end of stay report which will be sent to you by e-mail on the last day of your mobility. The second part of your aid (30%) will then be attributed  
 Any certificate not submitted within the deadline will automatically result in a delay in the payment of the financial aid.

### 7. ON YOUR RETURN

Give your professor in charge the original and the DDEI the copy of the transcript of records provided by the host university.  
 You have to hand in the end of mobility report 10 days after the end of the mobility at the latest.  
 For the staff, the deadline is 30 days after the end of the mobility.

**All forms must be submitted electronically to DDEI at : [rossana.silvagni@lecnam.net](mailto:rossana.silvagni@lecnam.net)**  
 If you have any questions, write to us at [international@lecnam.net](mailto:international@lecnam.net).

## HOUSING

Accommodation conditions vary depending on the host university: university residences, shared apartments and sometimes accommodation to be found by oneself.

If you have any questions, write us at: [international@lecnam.net](mailto:international@lecnam.net)

## ERASMUS+ STUDENT CHARTER

The Erasmus+ student charter details your rights and obligations and informs you of what you are entitled to expect from your home and host institutions at each stage of your Erasmus+ experience.

### Download KIT Erasmus+ (mobility contract)

 [KIT for student mobility KA107](#)

 [KIT for internship mobility KA107](#)

 [KIT for mixed mobility KA107](#)

 [KIT for teaching mobility KA107](#)

 [KIT for training mobility KA107](#)

 [Arrival certificate - Model](#)

 [Attendance certificate - Model](#)

## Contacts

**Rossana Silvagni**

DDEI

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[international\(at\)lecnam.net](mailto:international(at)lecnam.net)

