

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

I Prerequisites and eligibility criteria for study mobilities

#### AT THE TIME OF APPLYING

In order to apply for the International Credit Mobility Programme, you must :

- be a registered student at the Cnam
- have validated the mobility project with your academic supervisor
- be the holder of a valid visa/residence permit if you are a foreign student from outside the European Union. Your visa/residence permit must be valid for the duration of your mobility period

#### AT THE TIME OF MOBILITY

In order to participate in the International Credit Mobility Programme, you must:

- receive acceptance from the host university on the International Credit Mobility Programme
- be a registered student at the Cnam. Your administrative registration at the Cnam is compulsory in order to be exempted from the registration fees charged by the host institution
- have passed your exams and obtained the approval of your study period in Europe from the Cnam
- have a valid visa/residence permit in France and in the host country if you are a foreign student from outside of the EU

Please note: If your French visa/residence permit expires while you are abroad studying on the programme, you may be refused entry to France upon your return.

II Preparing your application

#### DESTINATION AND PARTNER INSTITUTION

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

#### GET IN TOUCH WITH YOUR ACADEMIC SUPERVISOR

Meet up with the professor in charge of your programme at the Cnam to obtain their agreement on this exchange. Together you will discuss your choice of host university and the specific course modules you intend to study. Below you will find a list of the professors in charge of the programme

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)

### III Application procedure

#### APPLICATION

Make an appointment with the person in charge of your study programme  
Clearly present your motivation for the mobility scheme and your study project  
Complete a 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 the related study programme, (electronic signatures are accepted)

#### SUPPORTING DOCUMENTS

Below is the list of supporting documents that must be included with your application:

- a copy of your Cnam enrolment certificate for your current year of studies
- a copy of your valid identity card or passport
- a copy of your valid visa or residence permit (this applies only to students from outside the EU)
- an ID photo
- a copy of your last academic transcript (assessment results)
- a CV
- a bank identification document (RIB)
- a copy of your health insurance card

Attach all the supporting documents requested in the following format: jpg or pdf

#### FINANCIAL ASSISTANCE

Apply for mobility assistance

Please note that incomplete applications cannot be processed.

### IV Calendar

#### APPLICATION DEADLINES

To take part in the program in the 1st semester the application deadline is: **June 30th**  
To take part in the program in the 2nd semester the application deadline is: **November 30th**

(Semester 1 = from September to February)  
(Semester 2 = from March to August)

#### V Criteria

**Not all destinations are open to everyone. Please verify which fields of study are possible in each partner country.**

The joint steering committee (CMP) includes the pedagogical and administrative heads of the two institutions. This committee selects the successful applicants in consultation with the professors in charge of the programmes, taking into account the following criteria:

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

VI After the selection process If you have been selected for the ICM programme, here are the steps to follow:

#### 1. THE DDEI SENDS YOU THE SELECTION NOTIFICATION

You must fill in the mobility contract and send the completed version to the DDEI by e-mail, it is imperative that the professor in charge of your program also signs this contract

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

2= pas de changements

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 fatma.ghorbel@usf.tn
Tunisia	E10089170 University of Monastir	Mme Saoussen HAZALLAH BIZID  Head of the Network Projects Unit, Université of Monastir saoussenhazallahbizid@gmail.com
Tunisia	E10191726 University of Carthage	International Relations Office  Tel: (+ 216) 71 745 515  E-mail: tahar.jallouli@gmail.com

#### YOU HAVE RECEIVED YOUR VISA AND YOU ARE READY TO GO

Go to the DDEI to sign and collect your mobility contract

Send the DDEI scanned copies of your airline tickets and boarding passes as proof of your participation in the mobility programme

Please note that you will have to pay for all of the travel costs to your destination

## **UPON YOU ARRIVAL**

Ensure that the host university fills out the certificate of arrival and sends 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 that is not submitted within the deadline will automatically result in a delay in the payment of the financial aid

## **DURING THE MOBILITY PROGRAMME**

If modifications are made to your study programme: fill in the "Pedagogical Contract" and have it validated by the professor in charge at the Cnam and by the professor in charge at the host university

Send the completed document by e-mail to the DDEI

## **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

Complete the "End of Stay Report" which will be sent to you by e-mail on your last day. The second part of your aid (30%) will then be paid

Any certificate which is submitted after the deadline will automatically result in a delay in the financial aid payment

## **ON YOUR RETURN**

Give the original copy of your host's university transcripts to your academic supervisor at the Cnam and send a copy to the DDEI

You must submit the End of Mobility Programme Report no later than 10 days after the end of the mobility period

For staff the deadline is 30 days after the end of the mobility period

All forms must be submitted electronically to the DDEI at : [rossana.silvagni@lecnam.net](mailto:rossana.silvagni@lecnam.net)

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

## **VII Further information**

### **HOUSING**








Housing conditions vary depending on the host university. It may not be automatically provided, meaning you will have to find your own accommodation during your stay

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

### **THE ERASMUS+ STUDENT CHARTER**

The Erasmus+ student charter details your rights and obligations on the programme. It informs you about what you can expect from your sending and host institution at each step of your mobility period

## 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

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

