

## Program presentation

ERASMUS (European Community Action Scheme for the Mobility of University Students) is the name given to the exchange program among higher education European institutions.

To take part to this program, the Higher Education Institutions (HEI) or EES (Etablissements d'Enseignement Supérieur in French) must have obtained from the European Commission an Erasmus University Charter. Under this Charter, the HEI commit themselves to quality training and educational guidance along the exchanges and the validation of the education credits acquired during the mobility. HEI also commits to add value to this mobility when a more valuable diploma will certify the student. This program allows the funding of these students mobilities through scholarships.

Paris Saint-Joseph IFSI has been granted the Erasmus Charter in July 2014 and offers internship mobilities : 10 weeks during the 4<sup>th</sup> or 5<sup>th</sup> semester. During this mobility, the student will be asked to work 10 weeks in a programmed training.

The IFSI Erasmus organizer opens this program for students early Semester 1 and 3. Do not hesitate to contact your educational trainer if you had any questions.

### If you wanted to know more :

[http://ec.europa.eu/education/lifelong-learning-programme/erasmus\\_fr.htm](http://ec.europa.eu/education/lifelong-learning-programme/erasmus_fr.htm)

<http://www.europe-education-formation.fr/erasmus.php>

[http://ec.europa.eu/education/erasmus/documents/esc\\_fr.pdf](http://ec.europa.eu/education/erasmus/documents/esc_fr.pdf)

<http://www.generation-erasmus.fr>

<http://www.2e2f.fr/>





## BEFORE THE MOBILITY

**Please contact C. Vremmont, administrative assistant in charge of the international mobility to present her your project (01 44 12 80 27 / [sifsi@hpsj.fr](mailto:sifsi@hpsj.fr)) then, her agreement, present your application to S. Joseph, coordinator of the international mobility (01 44 12 84 92 / [sjoseph@hpsj.fr](mailto:sjoseph@hpsj.fr)).**

Once you have looked at the partner universities list and thought at your exchange project, and according to the online calendar: (<http://www.hpsj.fr/erasmus.html>)

- ① As soon as possible, meet your referent educational trainer to :
  - present your exchange project,
  - assess its consistency with your training project ,
  - know the screening process setting up by IFSI
- ② Prepare your application :
  - pre-registration document application
  - exchange project to give to your educational trainer
- ③ Once the interview with your educational trainer and with the IFSI eligibility commission is over, you will receive an email from your educational trainer accepting your application
- ④ IFSI will transmit your appointment to the host university
- ⑤ Once you have been officially nominated, you will be able to prepare your exchange program file: host university's registration form you can download on its website, training agreement to fill in with your educational trainer, which you, the host university and IFSI must sign before your departure.
- ⑥ IFSI will send your file to the partner university and you will receive from this university an official confirmation. You will have to send a copy to your educational trainer.

***You can propose a European university with which the IFSI is not already partner; we will propose an authorization to allow your exchange.***



## PREPARE YOUR MOBILITY

You must plan and prepare for your referent educational trainer **in your exchange project**, which will be further completed by additional information you will receive from the partner university:

- ✓ Background researches on the country and its health care system,
- ✓ Motivation letter corresponding to your skills you want to enhance and what you want to achieve,
- ✓ What specialties interest you,



- ✓ CV,
- ✓ Compulsory and free : certificate of your level test in the language of the welcome university welcome : <http://erasmusplusols.eu/fr/>.
- ✓ Compulsory and free according to your level, take the course on the platform : <http://erasmusplusols.eu/fr/>.
- ✓ Certificate of your ability to speak your university host's language:  
[fr/resources/european-language-levels-cefr](http://erasmusplusols.eu/fr/resources/european-language-levels-cefr)
- ✓ Sleeping arrangements,
- ✓ Valid passport or valid CNI,
- ✓ European Health Insurance Card + supplemental health insurance and civil liability coverage (IFSI grants you a professional and legal MACSF liability coverage at your internship place),
- ✓ Your student ID copy or certificate of enrollment of this year
- ✓ Your bank account information,
- ✓ Copy of your parents' last taxes notification ,
- ✓ The way of financing your exchange,
- ✓ Your researches on additional ways of financing your exchange (Paris area region, City of Paris): you can download the file in: <http://www.hpsj.fr/erasmus.html> and later handing this file to your educational trainer.

While you meet your educational trainer, you will address the following issues:

- Preparation of your internship: goals of the internships that may vary from the available resources, preparation of practical case studies, self-evaluation planning and interim assessments during your internship.
- How you will have to catch up with courses taught while you are in your exchange program.

## DURING YOUR MOBILITY

### Erasmus documents :

- ✓ Your training agreement (perhaps to be amended) signed by the host university, IFSI and yourself.
- ✓ End of your residence permit signed by the host university and handed to your educational trainer as soon as you return.

### What you have to do with the IFSI while you are in your exchange program:

- ✓ As soon as you arrive, please send an email or a fax to your educational trainer with your estimated schedule,
- ✓ Please contact your educational trainer by email to find a weekly appointment, same hour and same date,
- ✓ Please address your education trainer your self-evaluations and/or interim assessments, every 1<sup>st</sup> and 15<sup>th</sup> of the month,
- ✓ Keep a logbook and prepare in advance your presentation regarding your experience.

**Compulsory and free according to your level**, take the course on the platform : <http://erasmusplusols.eu/fr/>.



## AFTER YOUR MOBILITY

- ① Validation AND attribution of the credits of training course (ECTS) in committee of attribution of credits according to the evaluation made by the guardian of training course on the French documents ;
- ② **Erasmus documents** : Erasmus report
- ③ Feedback about experience to present to your educational trainer and to the class (see the procedure when returning from your internship S5).
- ④ Certificate of your balance assessment of progress in the language of the welcome university : <http://erasmusplusols.eu/fr/>.
- ⑤ Attribution of the Europass mobility and the supplement to the diploma by the IFSI.  
Credit assignment by IFSI Paris Saint-Joseph are given according to the french legal framework. For incoming students the same IFSI Paris Saint-Joseph rules of French students will be applied. During the period of mobility, students are accompanied by the department of international relations. For mor information about academic and organization aspects, please consult : <http://www.hpsj.fr/erasmus.html>.

Your referent trainer providing educational follow-up is your representative all along the process

His name :

His email address :

His phone number :

The International Relations Department team will provide for assistance all along the process, do not hesitate to ask any additional questions: [Relations-Internationales-IFSI@hpsj.fr](mailto:Relations-Internationales-IFSI@hpsj.fr)

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➤ Elisabeth CORREIA	Educational trainer in-ternship coordinator	<a href="mailto:ecorreia@hpsj.fr">ecorreia@hpsj.fr</a>	Tél. : 01 44 12 31 28
➤ Corinne VREMMONT	Secretary	<a href="mailto:sifsi@hpsj.fr">sifsi@hpsj.fr</a>	Tél. : 01 44 12 80 27



## Student Erasmus Charter

*Extract: "Erasmus Student status applies for any students who fulfill the Erasmus admissibility requirements and who have been selected by their university to complete an Erasmus exchange abroad".*

### The Erasmus Student has rights :

Interinstitutional Agreement, training contract, no tuition fees in the host university, IFSI acknowledgment of the activities and credits acquired during the exchange, assessment of the training by the host institution, non-discrimination, transcripts, scholarship in according with the IFSI defined criteria.

### And duties :

Responsibility for fulfilling the terms of the training contract, modification of the terms only with the IFSI and the host university agreement, diligence and compliance with the laws governing the country and the host university, fulfillment of the documents allowing the exchange and finally, providing a feedback to the IFSI.

[http://ec.europa.eu/education/erasmus/documents/esc\\_fr.pdf](http://ec.europa.eu/education/erasmus/documents/esc_fr.pdf)