



# Erasmus+ Programme

## Key Action 1 – Mobility for learners and staff – Higher Education Student and Staff Mobility

### Inter-institutional agreement 2015-2017 between institutions from programme and partner countries

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. They commit to respect the quality requirements of the Erasmus Charter for Higher Education in all aspects of the organization and management of the mobility, in particular the recognition of the credits (or equivalent) awarded to students by the partner institution. The institutions also commit to sound and transparent management of funds allocated to them through Erasmus+.

#### A. Information about the higher education institutions

Full name of the institution / country	Erasmus code or city <sup>1</sup>	Name of the contact person	Contact details (email, phone)	Website (eg. of the course catalogue)
Université PARIS 13 / FRANCE	F PARIS013	Mr Bruno Boudeau  Mr José Rodriguez Morales	PRAG, chargé de mission zone Europe, coordinateur institutionnel Erasmus <b>Phone:</b> + 33 1 49 40 37 68 <b>E-mail :</b> <a href="mailto:eu.coordinator@univ-paris13.fr">eu.coordinator@univ-paris13.fr</a>  Responsable administratif du SREI Head of the international office <b>Phone:</b> + 33 1 49 40 44 45 <b>Fax:</b> + 33 1 49 40 39 22 <b>E-mail:</b> <a href="mailto:international@univ-paris13.fr">international@univ-paris13.fr</a>	<a href="http://www.univ-paris13.fr">www.univ-paris13.fr</a>

<sup>1</sup> Higher Education Institutions (HEI) from Erasmus+ programme countries should indicate their Erasmus code while Partner Countries HEI should mention the city where they are located.

		<b>Mr Alain Rousseau</b>	paris13.fr PRAG, chargé de mission zones Asie, Pacifique <b>Phone:</b> + 33 1 49 40 36 16 <b>E-mail :</b> <a href="mailto:rousseau@math.univ-paris13.fr">rousseau@math.univ-paris13.fr</a>	
<b>Institute of Mathematics of the Vietnamese Academy of Sciences and Technology (VAST) / Vietnam</b>	<b>Hanoi</b>	<b>Prof. Phung Ho Hai</b>	In charge of the International master of Mathematics Phone: (+84)(4) 37563474 Fax: (+84)(4) 37564303 <b>phung@math.ac.vn</b>	<a href="http://www.vast.ac.vn">http://www.vast.ac.vn</a>  <a href="http://math.ac.vn/en/">http://math.ac.vn/en/</a>

### F PARIS013:

The University of Paris 13 (UP13) is one of the thirteen successor universities created after the Sorbonne after 1968. The University now has close on 23,000 students on its rolls, on four campuses, following degree or ongoing training courses. UP13 is a truly multidisciplinary establishment, and a major teaching and research hub in the north of Paris. The University of Paris 13 is a member of COMUE Sorbonne Paris Cité and of Campus Condorcet.

The University of Paris 13 is a member of the French consortium USTH and is involved in the two Masters « STIC » and « MN » of USTH where UP13 can award the diploma until 2018.

The University Paris 13 is a French partner of the Franco-Vietnamese Master in applied Mathematics (M2) of the University of Science of Ho Chi Minh City and of the International Master of Mathematics of the Institute of Mathematics of the Vietnamese Academy of Sciences and Technology of Hanoi.

### VAST:

The Vietnam Academy of Science and Technology (VAST) is a government agency, earlier known as Vietnam Academy of Science, established in 1975 by Decree 118/CP dated 20 May 1975 and issued by the former Council of the Vietnam Government. The VAST is committed to

- carrying out basic research in natural sciences and technology development ;
- providing objective grounds for science and technology management, for shaping policies, strategies and plans for socio-economic development;
- training high quality human resources for science and technology.

## B. Mobility numbers<sup>2</sup> for the agreement period

The partners commit to amend the table below in case of changes in the mobility data by the end of January at the latest in the preceding academic year.

FROM [Erasmus code or city of the sending institution]	TO <sup>7</sup> [Erasmus code or city of the receiving institution]	Subject area code * [ISCED 2013]	Subject area name *	Study cycle [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods	
					Student Mobility for Studies  [total number of months of the study periods or average duration*]	Student Mobility for Traineeships*  [Not relevant for 2015]
HANOI (VAST)	F PARIS013	0541	Mathematics	2 <sup>nd</sup>	24 months	
		0541	Mathematics	3 <sup>rd</sup>	6 months	
F PARIS013	HANOI (VAST)	0541	Mathematics	3 <sup>rd</sup>	6 months	

[\*Optional: subject code & name and study cycle are optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff mobility for Training. Institutions may agree to cooperate on the organization of traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]

FROM <sup>7</sup> [Erasmus code or city of the sending institution]	TO <sup>7</sup> [Erasmus code or city of the receiving institution]	Subject area code * [ISCED 2013]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching  [total number of days of the teaching periods or average duration*]	Staff Mobility for Training *

<sup>2</sup> Mobility numbers can be given per sending/receiving institutions and per education field (optional\*: <http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>)

F PARIS013	HANOI (VAST)	0541	Mathematics	42 days	
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### C. Recommended language skills

The sending institution, following agreement with the receiving 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.

Receiving institution [Erasmus code or city]	Optional: Subject area	Main language of instruction	Additional language of instruction	Recommended language of instruction level <sup>3</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
F PARIS013		French	English	B1 French	B2 English
HANOI (VAST)		English	French	B2 English	B2 French

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

### D. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **programme country**<sup>4</sup> of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here:

[http://eacea.ec.europa.eu/funding/2014/call\\_he\\_charter\\_en.php](http://eacea.ec.europa.eu/funding/2014/call_he_charter_en.php)

The higher education institution(s) located in a **partner country** of Erasmus+ must respect the following set of principles and requirements:

The higher education institution agrees to:

- Respect in full the principles of non-discrimination and to promote and ensure

<sup>3</sup> See Common European Framework of Reference for Languages

<sup>4</sup> Erasmus+ programme countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals.

equal access and opportunities to mobile participants from all backgrounds, in particular disadvantaged or vulnerable groups.

- Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.
- Ensure recognition for satisfactorily completed activities of study mobility and, where possible, traineeships of its mobile students.
- Charge no fees, in the case of credit mobility, to incoming students for tuition, registration, examinations or access to laboratory and library facilities. Nevertheless, they may be charged small fees on the same basis as local students for costs such as insurance, student unions and the use of miscellaneous material.

The higher education institution located in a **partner country** of Erasmus further undertakes to:

#### **Before mobility**

- Provide information on courses (content, level, scope, language) well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.
- Ensure that outbound mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.
- Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the sending and receiving institutions or enterprises and the mobile participants.
- Provide assistance related to obtaining visas, when required, for incoming and outbound mobile participants. Costs for visas can be covered with the mobility grants. See the information / visa section for contact details.
- Provide assistance related to obtaining insurance, when required, for incoming and outbound mobile participants. The institution from the Partner country should inform mobile participants of cases in which insurance cover is not automatically provided. Costs for insurance can be covered with the organizational support grants. See the information / insurance section for contact details.
- Provide guidance to incoming mobile participants in finding accommodation. See the information / housing section for contact details.

#### **During and after mobility**

- Ensure equal academic treatment and services for home students and staff and incoming mobile participants and integrate incoming mobile participants into the institution's everyday life, and have in place appropriate mentoring and support arrangements for mobile participants as well as appropriate linguistic support to incoming mobile participants.
- Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Provide, free-of-charge, incoming mobile students and their sending institutions with transcripts in English or in the language of the sending

institution containing a full, accurate and timely record of their achievements at the end of their mobility period.

- Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.
- Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

## **E. Any additional requirements**

### **University Paris 13:**

Orientation week is compulsory for incoming students (FLE)

<http://www.univ-paris13.fr/Espace-langues/ue-francais-langue-etrangere.html>

University Paris13 has the infrastructure to welcome students and staff with disabilities

<http://www.univ-paris13.fr/Services-a-l-etudiant/accueil-etudiants-handicapes.html>

VAST:

## **F. Calendar**

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

<b>Receiving institution</b>	<b>Autumn term</b>	<b>Spring term</b>
[Erasmus code or city]	[month]	[month]
<b>F PARIS013</b>	<b>May 31<sup>st</sup></b>	<b>November 30<sup>th</sup></b>
<b>HANOI (VAST)</b>	<b>March 31<sup>st</sup></b>	<b>September 30<sup>st</sup></b>

2. Application procedure:

<b>F PARIS013</b>	<a href="http://www.univ-paris13.fr/International/etudiants-en-programme-dechange.htm">http://www.univ-paris13.fr/International/etudiants-en-programme-dechange.htm</a>
<b>HANOI (VAST)</b>	

3. The receiving institution will send its decision within 4 weeks.
4. A Transcript of Records will be issued by the receiving institution no later than 5 weeks after the assessment period has finished at the receiving HEI.
5. Termination of the agreement
  - The present agreement, which takes force upon its signature by the representative of the two parties, is concluded until May 31<sup>th</sup>, 2017. In case of renewal after May 31<sup>th</sup>, 2017, the same procedure of submission to the competent national authorities is to be followed again.

- This inter-institutional agreement may be terminated by registered letter with acknowledgment of receipt, sent to the other partner, with a 6-month prior notice. In the event of unilateral termination, a notice of at least one academic year will be given. In any event, the enrolled students' rights, will be protected without prejudice to ongoing actions. So, a unilateral decision to discontinue the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1. In this case, termination will take effect at the end of the exam period after the meeting of the corresponding board of examiners.
- Both parties will try to reach an amicable solution within sixty (60) days of receiving a written settlement request for any disagreement relating to the present inter-institutional agreement. When no amicable solution can be reached, the disagreement will be submitted to mediation and failing this to the arbitration tribunal of Paris (CMAP), to which both parties have agreed to adhere.
- Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

## G. Information

### 1. Grading systems of the institutions

<i>Local Grade</i>	<i>Grade</i>	<i>Predicate</i>
17 - 20	A	Excellent
15 - 16	B	Very Good
13 - 14	C	Good
11 - 12	D	Satisfactory
10	E	Sufficient
≤ 10	F	Fail

### 2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contact points and information sources:

<b>Institution</b> [Erasmus code or city]	<b>Contact details</b> (e-mail, phone)	<b>Website for information</b>
<b>F PARIS013</b>	Mr Sébastien Bertrand scolarite@univ-paris13.fr +33 1 49 40 39 72  Mr José Rodriguez Morales Incoming@univ-paris13.fr +33 1 49 40 28 48	<a href="http://www.univ-paris13.fr/vie-etudiante.html">http://www.univ-paris13.fr/vie-etudiante.html</a> <a href="http://www.univ-paris13.fr/international/etudiants-en-programme-dechange.html">http://www.univ-paris13.fr/international/etudiants-en-programme-dechange.html</a> (see « guide de l'étudiant en programme d'échange »)

<b>HANOI (VAST)</b>	<p><b>Nguyen Lan Dan</b> Head of the Administrative Office Office: Building A5, Room 206 email: nldan @math.ac.vn</p> <p><b>Pham Ngoc Dien</b> Person in charge of the Master IM, pndien@math.ac.vn</p>	
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### **3. Insurance**

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

<b>Institution [Erasmus code or city]</b>	<b>Contact details (e-mail, phone)</b>	<b>Website for information</b>
<b>F PARIS013</b>	Mr José Rodriguez Morales, <a href="mailto:incoming@univ-paris13.fr">incoming@univ-paris13.fr</a> +33 1 49 40 28 48	<a href="http://www.univ-paris13.fr/International/etudiants-en-programme-dechange.html">http://www.univ-paris13.fr/International/etudiants-en-programme-dechange.html</a> (see « guide de l'étudiant en programme d'échange »)
<b>HANOI (VAST)</b>	Pham Ngoc Dien	pndien@math.ac.vn

### **4. Housing**

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information sources:

<b>Institution [Erasmus code or city]</b>	<b>Contact details (e-mail, phone)</b>	<b>Website for information</b>
<b>F PARIS013</b>	Mr José Rodriguez Morales, <a href="mailto:incoming@univ-paris13.fr">incoming@univ-paris13.fr</a> +33 1 49 40 28 48	<a href="http://www.univ-paris13.fr/International/etudiants-en-programme-dechange.html">http://www.univ-paris13.fr/International/etudiants-en-programme-dechange.html</a> (see « guide de l'étudiant en programme d'échange »)
<b>HANOI (VAST)</b>		



**SIGNATURES OF THE INSTITUTIONS (legal representatives)**

Villetaneuse,

Hanoi,

Date

14 DEC. 2015

Date

Nov. 26, 2015

President of University Paris 13

Director of the Institute of Mathematics of  
Vietnamese Academy of Sciences and  
Technology

Jean-Loup SALZMANN

