

International mobility file: instruction

This document contains additional information to the content published in the [Going Abroad](#) section of the University of Burgundy International office webpage.

It is aimed at students who have been selected to study abroad as part of an exchange programme ([Erasmus+ programme](#), [BCI programme in Quebec](#), [double and triple diplomas](#), [DUETI](#) and other [cooperation agreements](#)). You will find explanations on the documents you have to submit to the uB's International office in order to finalise your mobility file after having created your personal electronic online account on the [Mobility-Online](#) platform. You will have access to all these documents within your *Mobility-Online* account once your application has been electronically approved by your exchange coordinator/lecturer in charge of your study programme.

You must read all the information on the application procedures within the uB and the partner university in the [Going abroad](#) section on our website.

Documents that need to be sent to the International office via the *Mobility-Online* platform as soon as possible and at least 3 weeks before you go abroad

1. A **copy** of your **student card** or of your registration certificate for the year of your mobility period. You can complete your application even if you don't yet have this document and give it to us at a later date when you have it.
2. Your full **bank details** (*RIB*). Make sure that you correctly indicate your bank details on your online application. Make sure to let us know if there are any changes to your bank account details throughout the year.
3. A copy of your **CROUS bursary definitive notification** (only if you receive a bursary from CROUS - including level "*O bis*" - and only if you are eligible to receive a [Ministerial aid for international mobility](#)).
4. A **written statement** declaring that you have the correct [insurance policies](#).
5. The **learning agreement**.
 - The aim of this agreement is to fully validate your period of mobility so that you can officially get your degree from uB (under the condition of obtaining sufficient number of ECTS credits abroad).
 - Look at the partner university website to find the list of courses offered to exchange students and pre-select the courses you wish to take. You must validate at least 30 ECTS credits per semester in order to pass your year. In some countries the value of credits is different from European credits - don't forget to convert them into ECTS credits: 2 UK credits = 1 ECTS credit; 1 American/Asian credit = 2 ECTS credits.
 - Fill in your learning agreement and have it signed by your exchange coordinator at the uB before your departure. You will find learning agreement form inside of your *Mobility-Online* account or you can download it via these links:
 - learning agreement for students going abroad in the frame of Erasmus+ programme. Read also this example of how to fill it correctly;
 - learning agreement for all other students. Read also this example of how to fill it correctly.
 - Send it also to your coordinator at the host university in order to obtain their signature.
 - It is imperative that the document is signed by all 3 parties (you, your exchange coordinator at uB and the exchange coordinator at the partner university) before your departure, to be considered complete.

You need to submit the following document as a paper copy to the International office as soon as possible and at least 3 weeks before you leave

6. Mobility agreement.

- Objective: mobility agreement is a document which officially authorises your international mobility. It is validated by the President of the University of Burgundy.
- You must complete the document, sign it by hand and send one paper copy to the International office at uB (*Université de Bourgogne, Maison de l'Université, Pôle International, bureau R24, Esplanade Erasme, BP 27877, 21078 Dijon cedex, France*). The International office will be responsible for having the contract signed by the President of the University. You will receive a scan of the signed document by Email. *Erasmus students: in order to complete your mobility agreement you will need to indicate the subject codes available in [this document](#).*

If you are going abroad for the first semester, make sure you take into account that some coordinators and staff from the International office may be away during the summer holidays and therefore it may not be possible to have your contract signed during this period.

It is essential that you complete these steps in order to fully authorise your international mobility. If your file is incomplete your application will be put on hold and you will not be allowed to go abroad until it is completed.

You will need to submit the following documents via the *Mobility-Online platform* within 15 days of arriving at your host establishment

7. Certificate of arrival.

We will use the dates indicated on your certificate of arrival to calculate the length of your mobility period:

- start date - the first day at the establishment (and not the day that you arrive in the country) i.e. the first day of lessons, of the welcome meeting, of language courses;
- end date - the last day at the establishment (and not the day that you leave the country) i.e. the end of your exam period.

The Erasmus grant is calculated based on the dates indicated on the certificate of arrival (only for students who partake in the Erasmus+ exchange programme).

8.

In the case that your **learning agreement** is **changed** during your exchange, you must fill in the *Table A2 - Exceptional changes to Table A* in your learning agreement. You must sign this document and have it signed by the coordinator at the host university. Send this document to the International office at uB so that we can have it approved by your uB coordinator.

Please be aware that if your documents are late, it will only further postpone the validation of your file. It will also delay the payment of the [Erasmus+ grant](#) (if you are completing an Erasmus+ exchange) and the [Ministerial aid for international mobility](#) (if you are eligible to receive this aid).

**Documents to be transmitted to the International office
via *Mobility-Online* upon your return**

9. **Within 15 days: attendance certificate.** This document will allow the International office to calculate the exact dates of your mobility. Watch out! Unless you have made major changes to your dates it is necessary that all of the dates indicated are exactly the same as on your certificate of arrival. If it has been modified, the International office will be obliged to ask you to reimburse the extra money that you have received from your Erasmus grant (students completing an Erasmus+ exchange).
10. **Within 30 days: a report** about your international experience providing details that will both help future students and also allow us to improve the mobility programme.
- If you have taken part in the Erasmus+ programme you will receive an email inviting you to complete an online questionnaire which you must return within 30 days.
 - If you have spent time abroad as part of a cooperation agreement outside of Erasmus+ you must fill in the International office's document and upload it to your *Mobility-Online* account within 30 days of your return.
 - If you wish you can send us extra documents telling us about your time spent abroad, including photos and/or videos. This is not obligatory but we would love to publish your story on our website. You can also share your experience on the regional international mobility platform [Agitateurs de mobilité](#).

Erasmus+ students: if your file is missing any documents (attendance certificate, online report) we can block the payment of your final Erasmus+ grant of 20%. Therefore, make sure that your file is completed once you return.

As soon as possible

11. A **copy of your results** (*transcript of records*) created by the partner establishment indicating the number of credits that you have obtained. You must send this document also to the pedagogical secretary of your study programme at uB who will be in charge of validating your marks and converting them to align with your degree at uB.

Make sure that your file is completed for your return.
