
International Mobility Handbook

le cnam



European and International
Development Department (DDEI)

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Introduction

Introduction

This handbook has been drawn up to help you prepare for the international mobility that you must undertake as part of your studies at the Cnam in a partner university/institution of the Cnam.

International mobility can take the form of a course, or a final project including a research in a laboratory of a foreign university/institution.

The steps to follow vary depending on

- your status (student, adult trainee, apprentice or staff)
- the structure in which you are registered (EPN, CFA, Cnam en Région, ...)

The person in charge of international cooperation at your structure, called “international advisor”, will be able to give you more information on this subject in link with the DDEI of the Cnam.

Going abroad is a process that requires organization, preparation and anticipation. This handbook is a practical tool in which you will find useful information about the different aspects involved in your international mobility project.

Students, apprentices, professors and administrative employees of the Cnam have the possibility to study, do research or work at one of the partner universities/institutions of Cnam, provided that their studying or professional project has been worked out in advance).

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1. Build and realize your mobility step by step

To start, you may ask yourself the following questions:

- Do I have a valid travel document (passport)?
- Which destination will suit me best?
- What type of activity will bring me more benefit in terms of learning experience?
- In which type of structure do I want to carry out my mobility?
- Whom should I contact?
- What should be the objectives of my mobility abroad?

Thus, based on good practices shared among higher education institutions (HEI) in France and abroad, we recommend the following steps

Step 1: Find a host structure

- Determine the place where you want to carry out your mobility. If you hesitate between several destinations, you may weigh the pros and cons and draw up a list for comparison.
- Choose the type of activity, which can bring you more new experiences (taking classes in another language, doing research/final project with teachers from another country, doing an internship in a company in another culture).
- Define in which type host structure you would like to carry out your mobility.
- You can have the advice from people such as your international advisor¹, program coordinator², academic tutor, apprenticeship master (if you are an apprentice) or the alumni, who have done their international mobility before you.

¹ The person in charge of international relation in your department)

² The person in charge of your study program

Find a host structure among Cnam's partners (universities/institutions):

- Though finding a host structure abroad is a personal process, the Cnam is providing you a list of partners (universities/institutions) abroad that offer academic courses, research project in the research laboratories in certain fields.
- Please see part 2 of this handbook for more details.
- If you are interested in this option, please inform us via your international advisor and program coordinator or via this link (in French): <https://bacasable.cnam.fr/navigation/tests/request-for-international-mobility-1409856.kjsp>

Some advice:

- *When looking for a host structure, first ask yourself **where and in what professional sector** you plan to realize your mobility.*
- *It is important that you consider your **studying program, your interests, your skills and your professional objectives.***
- *Then draw up a list of structures that correspond to these two criteria*

Step 2: Applications

- Once you have identified 1-3 potential host structures, you can contact them to get the application procedure to follow.
- Prepare yourself by learning more about the host structures and the surrounding environment.

Step 3: Formalities

- If your application has been accepted, inform your program coordinator and your employer (if you are an apprentice).

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- Ask your program coordinator for mobility agreement.
 - Do the needful for your insurance.
 - Look for financial aid and do the needful if you are eligible.

Step 4: Prepare for departure

- Search and do the needful for finding accommodation
- Check visa requirements and apply for visa if needed
- Check and do the needful for your international tickets

Some advice

Find out about the country

- *The government website presents "country files to learn more about the country you are traveling to. The "practical life" section will allow you to anticipate several (housing, health, transportation, etc.). An example of this here:*

<https://www.gouvernement.fr/risques/preparer-son-voyage-a-l-etranger>

Establish your budget

- *To establish your budget and anticipate your expenses it is necessary to know about the cost of living in your destination country.*
- *Many websites allow you to compare the cost of living in your destination country in your destination country compared to the cost of living in your city of origin. An example of this here:*

<https://www.expatistan.com/fr/cout-de-la-vie>

2. Cnam's mobility partners

Country : Austria

City : *Krems*

Zone : *EU*

• HEI official name	University for continuing education Krems
• HEI website	https://www.donau-uni.ac.at/en.html
• Possible mobility type	Staff teaching, training ok; student academic/internship (research): to be verified
• Suggested fields	
• Course catalogue website	https://www.donau-uni.ac.at/en/studies/course-catalogue.html?queryStr=&submit=1&languages=English&languages=German+and+English
• Language(s)	English
• Eligible sending department	DDEI

Country : Belgium
City : *Liège*
Zone : *EU*

• HEI official name	University of Liège
• HEI website	https://www.uliege.be/cms/c_8699436/en/uliege
• Possible mobility type	Student academic: ok; internship (research): to be verified
• Suggested fields	Engineering
• Course catalogue website	https://www.enseignement.uliege.be/cms/c_9017252/en/venir-a-l-uliege
• Language(s)	French, English
• Eligible sending department	ESGT

Country : Belgium
City : *Antwerp*
Zone : *EU*

• HEI official name	Antwerp Maritime Academy (Hogere Zeevaartschool - HZS)
• HEI website	https://amacademy.be/en
• Possible mobility type	Student academic: ok; internship (research): to be verified
• Suggested fields	Nautical Sciences and Marine Engineering
• Course catalogue website	https://amacademy.be/en/our-training-courses
• Language(s)	French, English
• Eligible sending department	INTECHMER

Country : Belgium
City : *Louvain*
Zone : *EU*

• HEI official name	Université catholique de Louvain (UCLouvain)
• HEI website	https://uclouvain.be/en/index.html
• Possible mobility type	Staff teaching, training ok; student academic/internship (research): to be verified
• Suggested fields	Master CPRF (Education Science)
• Course catalogue website	https://uclouvain.be/en/study/les-coordonnateurs-de-mobilite-a-l-ucl.html
• Language(s)	French, English
• Eligible sending department	EPN13

Country : Chile
City : *Valparaíso, V Region,*
Zone : *Latin America*

• HEI official name	l'Universidad de Playa Ancha de Valparaiso
• HEI website	https://www.upla.cl/portada/
• Possible mobility type	Student internship (research): ok
• Suggested fields	Culture, communication
• Course catalogue website	
• Language(s)	Spanish
• Eligible sending department	Inseac

Country : Cyprus
City : *Paphos*
Zone : *EU*

• HEI official name	Neapolis University Pafos
• HEI website	https://www.nup.ac.cy
• Possible mobility type	Staff teaching, training ok; student academic/internship (research): to be verified
• Suggested fields	
• Course catalogue website	https://www.nup.ac.cy/on-campus-courses/
• Language(s)	English
• Eligible sending department	DDEI

Country : Finland
City : *Lappeenranta*
Zone : *EU*

• HEI official name	Laapenranta University of Technology
• HEI website	https://www.lut.fi/web/en
• Possible mobility type	Staff teaching, training ok; student academic/internship (research): to be verified
• Suggested fields	SHS, innovation
• Course catalogue website	https://www.lut.fi/en/studies
• Language(s)	English
• Eligible sending department	EPN16

Country : Germany
City : *Landshut*
Zone : *EU*

• HEI official name	Landshut University of Applied Sciences
• HEI website	https://www.haw-landshut.de/en.html
• Possible mobility type	Student academic/internship (research): ok
• Suggested fields	Mechanical engineering, Electrical and Industrial Engineering, Computer science
• Course catalogue website	https://www.haw-landshut.de/en/international/prospective-students/international-students/english-modules-classes.html
• Language(s)	English
• Eligible sending department	EICnam

Country : Germany
City : *Stuttgart*
Zone : *EU*

• HEI official name	Stuttgart University of Applied Sciences - Hochschule fur technik Stuttgart
• HEI website	https://www.hft-stuttgart.com/
• Possible mobility type	Student academic/internship (research): ok
• Suggested fields	Engineering
• Course catalogue website	https://www.hft-stuttgart.com/international/incoming-students/information-application
• Language(s)	English
• Eligible sending department	ESGT

Country : Germany

City : *Ulm*

Zone : *EU*

• HEI official name	Universität Ulm
• HEI website	https://www.uni-ulm.de/en/
• Possible mobility type	Staff teaching, training ok; student academic/internship (research): to be verified
• Suggested fields	
• Course catalogue website	https://www.uni-ulm.de/en/io/mobility-incomings/during-mobility/
• Language(s)	English
• Eligible sending department	DDEI

Country : Germany
City : *Karlsruhe*
Zone : *EU*

• HEI official name	Hochschule Karlsruhe University of Applied Sciences
• HEI website	https://www.h-ka.de/en/
• Possible mobility type	Student academic: ok; internship (research): to be verified
• Suggested fields	Earth Sciences
• Course catalogue website	https://www.h-ka.de/en/internationalprogram/profile
• Language(s)	English
• Eligible sending department	ESGT

Country : Hungary
City : *Budapest*
Zone : *EU*

• HEI official name	Andrássy University Budapest (AUB)
• HEI website	https://www.andrassyuni.eu/en/
• Possible mobility type	Staff teaching, training ok; student academic/internship (research): to be verified
• Suggested fields	
• Course catalogue website	https://www.andrassyuni.eu/en/academics/international-relations/erasmus.html
• Language(s)	English (to be verified)
• Eligible sending department	DDEI

Country : Italy
City : *Milan*
Zone : *EU*

• HEI official name	Politecnico di Milano
• HEI website	https://www.polimi.it/
• Possible mobility type	Student academic: ok; internship (research): to be verified
• Suggested fields	Computer Science, Telecommunications
• Course catalogue website	https://www.polimi.it/en/exchange-students-incoming
• Language(s)	English
• Eligible sending department	EPN3,5

Country : Lithuania
City : *Kaunas*
Zone : *EU*

• HEI official name	Kaunas Technology University
• HEI website	https://en.ktu.edu/
• Possible mobility type	Staff teaching, training ok; student academic/internship (research): to be verified
• Suggested fields	SHS, innovation, engineering
• Course catalogue website	https://admissions.ktu.edu/exchange-students/#courses
• Language(s)	English
• Eligible sending department	EPN16

Country : Portugal
City : *Guimaraes*
Zone : *EU*

• HEI official name	University of Minho Guimaraes
• HEI website	https://www.uminho.pt/EN/Pages/default.aspx
• Possible mobility type	Student academic/internship (research): ok
• Suggested fields	School of Engineering, Fibrenamics
• Course catalogue website	https://www.uminho.pt/EN/education/international-students/Pages/Postgraduate-Courses.aspx
• Language(s)	English
• Eligible sending department	DDEI, EI Cnam

Country : Portugal
City : Aveiro
Zone : EU

• HEI official name	University of Aveiro
• HEI website	https://www.ua.pt/en/demac/
• Possible mobility type	Student academic/internship (research): ok
• Suggested fields	Material and Ceramic Engineering
• Course catalogue website	https://www.ua.pt/en/cursos/tipo/master-degrees
• Language(s)	English
• Eligible sending department	DDEI, EI Cnam

Country : Portugal
City : *Vila Real*
Zone : *EU*

• HEI official name	University of Tras-Os-Montes et Alto Douro (UTAD)
• HEI website	www.utad.pt
• Possible mobility type	Student academic/internship (research): ok
• Suggested fields	Electrical and Computer Engineering
• Course catalogue website	https://www.utad.pt/estudar/en/home/bachelors-degrees-and-integrated-masters-degrees/page/2/
• Language(s)	English
• Eligible sending department	DDEI, EI Cnam

Country : Portugal

City : *Porto*

Zone : *EU*

• HEI official name	Instituto superior de Engenharia do Porto
• HEI website	https://www.isep.ipp.pt/
• Possible mobility type	Student academic/internship (research): ok
• Suggested fields	
• Course catalogue website	
• Language(s)	English
• Eligible sending department	DDEI, EI Cnam

Country : Portugal

City : *Porto*

Zone : *EU*

• HEI official name	Instituto superior de Engenharia do Porto
• HEI website	https://www.isep.ipp.pt/
• Possible mobility type	Student academic/internship (research): ok
• Suggested fields	
• Course catalogue website	
• Language(s)	English
• Eligible sending department	DDEI, EI Cnam

Country : Portugal
City : *Lisbon*
Zone : *EU*

• HEI official name	ECATI
• HEI website	https://ecati.ulusofona.pt/
• Possible mobility type	Student academic/internship (research): ok
• Suggested fields	
• Course catalogue website	
• Language(s)	English
• Eligible sending department	DDEI, EI Cnam

Country : Portugal
City : *Santarém*
Zone : *EU*

• HEI official name	Instituto Politécnico de Santarém
• HEI website	https://www.ipsantarem.pt/
• Possible mobility type	Student academic/internship (research): ok
• Suggested fields	
• Course catalogue website	https://www.ipsantarem.pt/esgts/esgts-mobilidade-internacional-incoming/
• Language(s)	English
• Eligible sending department	DDEI, EI Cnam

Country : Portugal
City : *Ponta Delgada*
Zone : *EU*

• HEI official name	UAC - Universidade dos Açores
• HEI website	https://www.uac.pt/
• Possible mobility type	Student academic/internship (research): ok
• Suggested fields	Computer, Biology, Risk Mgmt, Mechanics, Geologie, Ocean science
• Course catalogue website	https://uac.pt/ensino/index.php?l=EN
• Language(s)	English
• Eligible sending department	DDEI, EI Cnam

Country : Portugal
City : *Lisbon*
Zone : *EU*

• HEI official name	University of Lisbon
• HEI website	https://www.ulisboa.pt/en
• Possible mobility type	Student academic/internship (research): ok
• Suggested fields	
• Course catalogue website	https://www.ulisboa.pt/en/info/integrated-masters-degree-1st-and-2nd-cycles-0
• Language(s)	English
• Eligible sending department	DDEI, EI Cnam

Country : Portugal
City : *Coimbra*
Zone : *EU*

• HEI official name	University of Coimbra, Faculty of Economics
• HEI website	https://www.uc.pt/en/feuc/
• Possible mobility type	Student academic/internship (research): ok
• Suggested fields	
• Course catalogue website	https://apps.uc.pt/courses/en/index?q=&ou=FEUC&type=SEGUNDO_CONTINUIDADE&type=SEGUNDO_ESPECIALIZACAO_AVANCADA&type=SEGUNDO_FORMACAO_LONGO_VIDA
• Language(s)	English
• Eligible sending department	DDEI, EI Cnam

Country : Portugal
City : *Evora*
Zone : *EU*

• HEI official name	University Evora IIFA
• HEI website	https://www.uevora.pt/en/units/schools-and-iifa/iifa
• Possible mobility type	Student academic/internship (research): ok
• Suggested fields	to be verified
• Course catalogue website	https://www.uevora.pt/en/study/courses/master-degrees
• Language(s)	English
• Eligible sending department	DDEI, EI Cnam

Country : Portugal

City : *Faro*

Zone : *EU*

<ul style="list-style-type: none">• HEI official name	University of Algarve, Campus da Penha
<ul style="list-style-type: none">• HEI website	https://www.ualg.pt/en
<ul style="list-style-type: none">• Possible mobility type	Student academic/internship (research): ok
<ul style="list-style-type: none">• Suggested fields	Food Technology; Civil Engineering; Urban Water Cycle; Geographic Information Systems; Electrical and Computer Engineering; Mechanical Engineering Energy, Air conditioning and Refrigeration; Occupational Health and Safety
<ul style="list-style-type: none">• Course catalogue website	https://www.ualg.pt/en/student
<ul style="list-style-type: none">• Language(s)	English
<ul style="list-style-type: none">• Eligible sending department	DDEI, EI Cnam

Country : Romania
City : *Bucharest*
Zone : *EU*

• HEI official name	Bucharest Business School
• HEI website	https://www.ase.ro/index_en.asp
• Possible mobility type	Student academic/internship (research): ok
• Suggested fields	SHS, Business Management
• Course catalogue website	https://international.ase.ro/21/index.php/bachelor-program/
• Language(s)	English, French
• Eligible sending department/Center/EPN	DDEI, EPN15

Country : S Korea
City : *Pohang Gyeongbuk*
Zone : *Asia*

• HEI official name	Handong Global University
• HEI website	https://www.handong.edu/eng/
• Possible mobility type	Student academic/internship (research): to be verified
• Suggested fields	Engineering
• Course catalogue website	https://www.kaist.ac.kr/en/html/edu/03.html
• Language(s)	English
• Eligible sending department	EICnam

Country : S Korea
City : *Daejeon*
Zone : *Asia*

• HEI official name	KAIST
• HEI website	https://www.kaist.ac.kr/en/
• Possible mobility type	Student academic/internship (research): to be verified
• Suggested fields	Engineering
• Course catalogue website	
• Language(s)	English
• Eligible sending department	EICnam

Country : Spain
City : *Barcelona*
Zone : *EU*

• HEI official name	Universitat Abat Oliba CEU
• HEI website	https://www.uaoceu.es/
• Possible mobility type	Staff teaching, training ok; student academic/internship (research): to be verified
• Suggested fields	Master in management EBDM
• Course catalogue website	https://www.uaoceu.es/movilidad-internacional
• Language(s)	English
• Eligible sending department	EPN15

Country : Switzerland
City : *Genève*
Zone : *EEE*

• HEI official name	l'Université de Genève
• HEI website	https://www.unige.ch/exchange/fr/mobilite1/pourquoi-venir-lunige/
• Possible mobility type	Staff teaching, training ok; student academic/internship (research): to be verified
• Suggested fields	Education science
• Course catalogue website	https://masters.unige.ch/
• Language(s)	French
• Eligible sending department	EPN13 FOAP

Country : Turkey
City : *Manisa*
Zone : *EU*

• HEI official name	Manisa Celal Bayar University
• HEI website	http://en.international.cbu.edu.tr
• Possible mobility type	Staff teaching, training ok; student academic/internship (research): to be verified
• Suggested fields	
• Course catalogue website	https://en.international.cbu.edu.tr/erasmus/incoming-students.16386.en.html
• Language(s)	English
• Eligible sending department	DDEI

Country : Vietnam
City : *Ho Chi Minh City*
Zone : *Asia*

• HEI official name	Ton Duc Thang University
• HEI website	https://www.tdtu.edu.vn/en/about/faculties-campuses
• Possible mobility type	Student internship (research): ok
• Suggested fields	Engineering
• Course catalogue website	https://international.tdtu.edu.vn/en/students/international-recruitment
• Language(s)	English
• Eligible sending department	EiCnam

If you have any questions about this manual, please contact:

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<https://international.cnam.fr/etudiants-et-professionnels/>