

ERASMUS+ PARTNER INFORMATION SHEET

*This form will be forwarded to UITM university staff (teaching and administrative staff) interested in participating in Erasmus+ Programme, so detailed information would be much appreciated.
Thank you for your precious assistance!*

GENERAL UNIVERSITY INFORMATION	
Name of the University (in native language)	Groupe ESC Troyes
Name of the University (in English language)	Groupe ESC Troyes
University Erasmus Code	F TROYES07
ECHE No.	28126
University main website (in English - if available)	http://study-in-champagne.com/
Exchange/International Office website (in English - if available)	http://study-in-champagne.com/
Does your University offer teaching mobility (STA)?	Yes
Does your University offer mobility for staff trainings (STT)?	Yes
APPLICATION FORMALITIES	
General website link for university staff exchange application procedure and requirements (if not applicable: please list the application documents required and describe the process)	Contact directly the coordinator.
Do you organize a European Week/International Days/Open Days for staff exchange? (if yes, provide dates or organizational information)	Yes. European Week in May. The applications are sent by the international office.
Do you have any TOEFL / IELTS / English Language Requirements?	B1
ACCOMMODATION / HOTEL BOOKING	
Do you provide help in booking a hotel? (if yes, provide us with hotel details/website and fees)	Yes, we give you some names of hotels with which you can have a discount if you mention your visit to us : http://www.royal-hotel-troyes.com/index_en.html , http://www.comtesdechampagne.com/index_en.html , ...
Contact details for person in charge of accommodation	Coordinator
Alternative hotel options (websites, distance to the University and fees, if applicable)	/
OTHER INFORMATION	
How to get to the University from the nearest airport? (websites in English, if applicable)	http://study-in-champagne.com/assets/pdfs/student_guide_2014.pdf
How to get to the University from the nearest railway station? (websites in English, if applicable)	http://study-in-champagne.com/assets/pdfs/student_guide_2014.pdf
Other important information for incoming exchange staff	/
CONTACT DETAILS TO EXCHANGE / INTERNATIONAL OFFICE	
Head of Exchange/International Office (full name)	Jean-Louis Chaperon
Postal address of Exchange/International Office	Groupe ESC Troyes International Mobility Department 217 avenue Pierre Brosolette - BP710 10002 TROYES Cedex France
Exchange/International Office telephone No. (please indicate the country dial number)	0033 3 25 71 22 17
Exchange/International Office fax No.	0033 3 25 71 22 63
Exchange/International Office general e-mail address	international_office@get-mail.fr
CONTACT DETAILS TO ERASMUS+ COORDINATOR / PERSON IN CHARGE (person responsible for Incoming Erasmus+ Teaching / Administrative Staff)	
Coordinator (Outgoing, Incomings, partnership)	Pauline Moyard
Erasmus+ Coordinator (full name)	Laetitia Perquin
General postal address of Coordinator and Erasmus+ Coordinator	Groupe ESC Troyes International Mobility Department 217 avenue Pierre Brosolette - BP710 10002 TROYES Cedex France
Erasmus+ Coordinator telephone No. (please indicate the country dial number)	Pauline Moyard : 0033 3 25 71 22 17 Laetitia Perquin : 0033 3 25 71 22 38
Erasmus+ Coordinator fax No.	0033 3 25 71 22 63
Erasmus+ Coordinator e-mail address	Pauline Moyard : pauline.moyard@get-mail.fr Laetitia Perquin : laetitia.perquin@get-mail.fr