

# **CG SEN - COIMBRA GROUP STUDENT EXCHANGE NETWORK**

Revised by AEM Working Group in Winter 2019

## **What is CG SEN?**

The Coimbra Group constitutes an integrated network of European universities which intends to establish special academic and cultural ties and to set up concrete and advanced facilities and privileged channels of information and exchange. As mentioned in the Coimbra Group Charter the network works towards facilitating and encouraging the mobility of students within the network and increasing the visibility of the CG within its member universities.

The Coimbra Group **Student Exchange Network** (CG SEN) aims to take further steps towards these objectives and is a channel to promote and enhance the inner network student exchange at all levels and academic disciplines. CG SEN addresses students at BA/undergraduate and MA/graduate level.

Eligible students moving within the framework of the Coimbra Group Student Exchange Network will not be charged tuition fees. The students will be provided with a learning agreement and a transcript of records for course work successfully completed during their stay at the host university as a basis for academic recognition at their home university.

In addition, all partners commit themselves to provide special services for exchange students, e.g. by supporting incoming students in finding accommodation.

## **Who can participate?**

Regular students enrolled at the Coimbra Group Universities (participating in CG SEN) of all levels and academic disciplines who meet the general academic criteria and language requirements specified by the CG SEN member universities.

## **How can a CG University become involved in CG SEN?**

The Student Exchange Network is in principle open to any academic subject offered at the Coimbra Group Universities. All interested Coimbra Group Universities are welcome to join the Student Exchange Network by signing an *Endorsement Letter* and send it to the Coimbra Group Office.

Attachments:

1. The Endorsement Letter is based on the *Multilateral agreement* (CG SEN Attachment 1)
2. A *Fact sheet* (CG SEN Attachment 2) for each SEN member is an accompanying document of the agreement and specify the details of the exchange. The Fact sheet / Quota sheet is subject to annual confirmation and is updated by the CG Office together with the appointed CG SEN coordinators at each University.

## **How does CG SEN work?**

Each participating university commits itself to accept a least one student for one term or for one academic year from each of the partners of this Student Exchange Network, provided that the student meets the general academic criteria and language requirements.

CG SEN allows participating universities to place additional students alongside existing departmental level bilateral agreements.

Restrictions and modifications to these regulations - e.g. with regard to the maximum number of students accepted by an institution or to the range of subjects open to incoming students and the language of instruction, have to be included in the Fact sheet by each member university.

Each university will forward the student nominations to the envisaged host universities by the deadlines indicated in the Fact sheet. Each participating university will appoint a person responsible for coordinating the exchanges (CG SEN coordinator). The overall coordination will lie with the AEM Working Group in cooperation with the Coimbra Group Office.

**Example:**

*Geneva University and the University of Bologna have Erasmus bilateral agreements in the fields of Mathematics and Law.*

*They both participate in CG SEN and thus promote additional placements outside these disciplines. Geneva University has additional candidates in the fields of Classical Archeology, Political Science and International Relations who fulfill the academic criteria. Geneva's CG SEN coordinator contacts Bologna's CG SEN coordinator in due time to check whether and how many additional students can be accepted in the mentioned fields in that specific application round. If the students can be accepted, Geneva will proceed to a selection on the basis of the students' academic results.*

**How to finance CG SEN?**

In general it is up to each participating university to decide on the level of financial support granted to the CG SEN students. Grants will be given mainly to outgoing students (except SEMP grants: eligible for both outgoing and incoming students).

Should the CG SEN agreement be signed for the whole period of ERASMUS it would enable universities to use EU grants for the outgoing CG SEN students.

If a participating university wishes to include the exchange activities in its ERASMUS application, the CG SEN agreement may function as the required inter-institutional ERASMUS agreement between the signing parties, i.e. all CG SEN members. Overlap with existing bilateral ERASMUS exchanges on faculty or departmental level should be avoided wherever possible.

Possible options – up to each University to decide:

- Erasmus grant
- SEMP grant
- University own grant
- Regional grant
- Third Party grant
- Zero grant mobility