



# Erasmus+ Programme

## Key Action 1 – Mobility for learners and staff – Higher Education Student and Staff Mobility Inter-institutional<sup>1</sup> agreement 2014-20[21]<sup>2</sup> between programme countries

[Minimum requirements]<sup>3</sup>

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 related to the organisation and management of the mobility, in particular the recognition of the credits awarded to students by the partner institution.

### A. Information about higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details <sup>4</sup> (email, phone)	Website (eg. of the course catalogue)
UNIVERSIDAD POLITÉCNICA DE MADRID	E MADRID05	Prof. Alberto Almendra. Erasmus Institutional Coordinator. c/ Ramiro de Maeztu, 7. 28040 Madrid. Spain. ( : +34 91 336 3660 ☎: +34 91 336 3664. – : <a href="mailto:international.europe@upm.es">international.europe@upm.es</a>	<a href="http://www.upm.es">www.upm.es</a>
VIVES University College Kortrijk-Roeselare-Tielt-Torhout  Katholieke Hogeschool VIVES Zuid	B KORTRIJ01	Ing. Serge Schroef Head International Office Doorniksesteenweg 145 B-8500 Kortrijk Belgium Tel: +32 56 26 41 64 Fax: +32 56 26 41 35 <a href="mailto:internationaloffice@vives.be">internationaloffice@vives.be</a>	<a href="http://www.vives.be/international">www.vives.be/international</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>4</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

## B. Mobility numbers<sup>5</sup> per academic year

The partners commit to amend the table below in case of changes in the mobility data by no later than the end of January in the preceding academic year.

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	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 *
E MADRID05	B KORTRIJ01	071	ETS de Ingeniería y Diseño Industrial Engineering, Technology	1 <sup>st</sup>	2x5 = 10	
E MADRID05	B KORTRIJ01	0714	ETS de Ingeniería y Sistemas de Telecomunicación (former EUIT Telecomunicación) Electronic Engineering	1 <sup>st</sup>	2x5 = 10	
B KORTRIJ01	E MADRID05	071	ETS de Ingeniería y Diseño Industrial Engineering, Technology	1 <sup>st</sup>	2x5 = 10	
B KORTRIJ01	E MADRID05	0714	ETS de Ingeniería y Sistemas de Telecomunicación (former EUIT Telecomunicación) Electronic Engineering	1 <sup>st</sup>	2x5 = 10	

[\*Optional: subject area 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 organisation 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 [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching [total number of days of teaching periods or average duration*]	Staff Mobility for Training *
E MADRID05	B KORTRIJ01	071	Engineering trades	1teacher 1w. 8h.	
B KORTRIJ01	E MADRID05	071	Engineering trades	1teacher 1w. 8h.	

<sup>5</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>)



### 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]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level <sup>6</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
E MADRID05	0714	SPANISH	ENGLISH	A1-A2 B1	B2 ENGLISH: B2
B KORTRIJ01		Dutch	English	B2 B1 <sup>7</sup>	B2 B2

For more details on the language of instruction recommendations, see the course catalogue of each institution.

### D. Additional requirements

#### **Additional requirements at VIVES University College (B KORTRIJ01)**

Students' application for an international mobility at VIVES University College (Kortrijk-Roeselare-Tielt-Torhout) is only possible by use of the [online application form](#) available on our website. The following documents must be enclosed and sent by airmail to International Office, together with the printed and signed online application form:

- Learning Agreement containing planned course units in our institution. The Learning Agreement may be modified after arrival and discussion with the academic coordinator. For all questions relating to Learning Agreement, please contact the faculty coordinator,
- Certificate of registration, together with 4 official passport photos, as mentioned on our website.

For staff mobility, the "Teaching assignment programme" or "working programme" form duly filled in and signed by home university should be sent to International Office.

### E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
E MADRID05	10, June	1, December
B KORTRIJ01	June 10 <sup>th</sup>	November 20 <sup>th</sup>

2. The receiving institution will send its decision within 4 weeks.

3. 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.

4. Termination of the agreement: *In the event of unilateral termination, a notice of at least one academic year should be given. This means that 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. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.*

<sup>6</sup> For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

<sup>7</sup> English: B1 (Independent User) required / Dutch: B2 required

## F. Information

### 1. Grading systems of the institutions

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide<sup>8</sup>. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

#### E MADRID05

0-4 fail; 5-6 pass; 7-8 good; 9 very good; 10 honours

#### B KORTRIJ01 grading system

ECTS GRADE	% of successful students normally achieving the grade	Definition
A	10	EXCELLENT – Outstanding performance with only minor errors
B	25	VERY GOOD - above the average standard but with some errors
C	30	GOOD - generally sound work with a number of notable errors
D	25	SATISFACTORY - fair but with significant shortcomings
E	10	SUFFICIENT - performance meets the minimum criteria
FX	/	FAIL - some extra work required before the credit can be awarded
F	/	FAIL - no credit awarded; considerable further work required

### 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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
E MADRID05	<a href="mailto:erasmus@upm.es">erasmus@upm.es</a>	<a href="http://www.upm.es/institucional/Estudiantes/Atencion/TramitacionVisados">http://www.upm.es/institucional/Estudiantes/Atencion/TramitacionVisados</a>
B KORTRIJ01	Evy Vansieleghe Tel: +32 56 26 41 64 - Fax: +32 56 26 41 35 Email: <a href="mailto:internationaloffice@vives.be">internationaloffice@vives.be</a>	<a href="http://www.vives.be/international">www.vives.be/international</a>

### 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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
E MADRID05	<a href="mailto:erasmus@upm.es">erasmus@upm.es</a> +34-91-3367986	<b>European Health Insurance Card</b> <a href="http://www.centrossanitarios.sanidadmadrid.org">www.centrossanitarios.sanidadmadrid.org</a>
B KORTRIJ01	Serge Schroef - Head International Office Tel: +32 56 26 41 64 - Fax: +32 56 26 41 35 Email: <a href="mailto:internationaloffice@vives.be">internationaloffice@vives.be</a>	<a href="http://www.vives.be/international">www.vives.be/international</a>

<sup>8</sup> [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)



#### 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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
E MADRID05	erasmus@upm.es +34-91-3367986	www.upm.es/internacional/Students/Student+Attention/ddeebfdf03a97210VgnVCM10000009c7648aRCRD
B KORTRIJ01	Steve Vangroenweghe (students) Evy Vansieleghem (staff) Tel: +32 56 27 05 41 - Fax: +32 56 26 41 35 Email: <a href="mailto:housing.officer@vives.be">housing.officer@vives.be</a>	<a href="http://www.vives.be/international">www.vives.be/international</a>

#### G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature <sup>9</sup>
E MADRID05	Prof. Alberto Almendra Erasmus Institutional Coordinator	17-10-2013	
B KORTRIJ01	Mr. Joris Hindryckx President	20/12/13	

<sup>9</sup> Scanned signatures are accepted