



Erasmus+ Programme
Key Action 1 - Mobility for learners and staff –
Higher Education Student and Staff Mobility
Inter-institutional¹ agreement 2014-2020
between programme countries

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 ² (email, phone)	Website (eg. of the course catalogue)
Hochschule für Musik Detmold	D DETMOLD01	Ms Vanessa Aldemir Erasmus Coordinator aldemir@hfm-detmold.de +49 5231 975770	www.hfm-detmold.de
Universidad Politécnica de Madrid – ETS Ingeniería y Sistemas de Telecomunicación (Technical University of Madrid – School of Telecommunication Engineering and Systems)	E MADRID05	Prof. Alberto Almendra Erasmus Institutional Coordinator international.europe@upm.es Prof. Rafael Herradón School Coordinator, ETSIST movilidad@euitt.upm.es +34 91 336 7774	www.upm.es www.euitt.upm.es

B. Mobility numbers³ 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 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
D DETMOLD01	E MADRID05	021	Acoustics Eng.	1 st , 2 nd	4-9	--
E MADRID05	D DETMOLD01	523	Acoustics Eng.	1 st , 2 nd	3 x 9 = 27	--

[*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

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

² Contact details to reach the senior officer in charge of this agreement and of its possible updates.

³ 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>)

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 *
D DETMOLD01	E MADRID05	021	Acoustics Eng.	1teacher 1w. 5h.	-
E MADRID05	D DETMOLD01	523	Acoustics Eng.	1teacher 1w. 5h.	

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 ⁴	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
D DETMOLD01	523	English	English	B1 English	B2 English
E MADRID05	523	Spanish	English	B1 Spanish	B2 English

For more details on the language of instruction recommendations, see the course catalogue of each institution
[Links provided on the first page].

D. Additional requirements

[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
D DETMOLD01	15.03.	01.11.
E MADRID05	June 10th	December 1st

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

⁴ 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>

3. A Transcript of Records will be issued by the receiving institution no later than four weeks after the assessment period has finished at the receiving HEI.

4. Termination of the agreement

The agreement will become operative on the date of signature of both universities and shall remain in force for a period of three years. If neither organisation gives written notice to the other at least till 1st September 2016 (will only take effect as of 1st September 2017), the agreement shall be automatically extended for another three year period. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

F. Information

1. Grading systems of the institutions

Grading Scale at ETSIS Telecomunicación-UPM:

9 - 10	Excellent	Excellent performance
8 - 8,9	Good	Above average performance
7 - 7,9		
6 - 6,9	Satisfactory	Average performance
5 - 5,9	Sufficient	Performance that, in spite of its shortcomings, still satisfies the minimum requirements.
4 - 4,9	Fail	Inadequate performance (Credit is not earned).
0 - 3,9		

Grading Scale at Hochschule für Musik Detmold

Receiving institution	ECTS Grade
D DETMOLD 01	German Grading Scale - Definition
	ECTS Grade % of students who have achieved this grade
	A - 10%
	B - 25 %
	C - 30 %
	D - 25 %
	E - 10 %
	Grading system used at Hochschule für Musik Detmold
	1,0 - 1,5 Excellent
	1,6 - 2,5 Good
	2,6 - 3,5 Satisfactory
	3,6 - 4,0 Sufficient
	4,1 Unsatisfactory

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
D DETMOLD01	-	Students have to make Visa arrangements by themselves.
E MADRID05	erasmus@upm.es	

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
D DETMOLD 01	European Health Insurance Card	http://ec.europa.eu/social/main.jsp?catId=559
	aldemir@hfm-detmold.de	www.hfm-detmold.de
E MADRID05	erasmus@upm.es	European Health Insurance Card www.centrossanitarios.sanidadmadrid.org

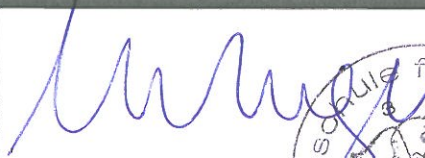



4. Housing

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
D DETMOLD01	aldemir@hfm-detmold.de	www.hfm-detmold.de
E MADRID05	movilidad@euitt.upm.es info@aluni.net	http://www.euitt.upm.es/estudiantes/servicios/alojamiento http://www.aluni.net/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁵
D DETMOLD01	Prof. Martin Christian Vogel Rector of Hochschule für Musik Detmold	04.12. 2013	 
	Ms Vanessa Aldemir Erasmus Coordinator		
E MADRID05	Prof. Rafael Herradón School Coordinator	14 ENE. 2014	 
	Prof. Alberto Almendra Erasmus Institutional Coordinator		

⁵ Scanned signatures are accepted