Erasmus+ Programme

Key Action 1
– Mobility for learners and staff –
Higher Education Student and Staff Mobility

Inter-institutional[1] agreement 2014-20[21][2]
between programme countries

[Minimum requirements][3]

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[4] (email, phone)	Website (eg. of the course catalogue)
Aalborg Universitet	DK ALBORG01	Institutional Coordinator Gitte. N. Jensen International Office http://www.internationaloffice.aau.dk/ gij@adm.aau.dk +45 9940 7501 Departmental Coordinator Sofus Birkedal Nielsen sbn@es.aau.dk Study Board: Electronics and IT	studyguide.aau.dk http://www.en.sict.aau.dk/Current+Students/Study+Curricula/Electronics+and+IT/
Universidad Politécnica de Madrid – ETS Ingeniería y Sistemas de Telecomunicación (Technical University of Madrid – School of Telecommunication Engineering and Systems) ETSIST-UPM	E MADRID05	Prof. Alberto Almendra Erasmus Institutional Coordinator international.europe@upm.es School Coordinator (ETSIST): Prof. Rafael Herradón movilidad@euitt.upm.es +34 91 336 7774	www.upm.es www.etsist.upm.es

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

[2] Higher Education Institutions have to agree on the period of validity of this agreement

[3] Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

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

B. Mobility numbers[5] per academic year

[Paragraph to be added, if the agreement is signed for more than one 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, 1st, 2nd or 3rd]* *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	*Student Mobility for Traineeships* *
DK ALBORG01	E MADRID05	523	Electronics and automation (acoustics)	1st, 2nd	2 x 5 [6]	
E MADRID05	DK ALBORG01	523	Electronics and automation (acoustics)	1st, 2nd	2 x 5	

*[*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* *
DK ALBORG01	E MADRID05	523	Electronics and automation (acoustics)	5 days	
E MADRID05	DK ALBORG01	523	Electronics and automation (acoustics)	1teacher 1w. 5h.	

[5] 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)

[6] Students from ETSIST-UPM (former EUITT) enrolled in the last year of "old" degree "Ingeniero de Telecomunicación" (non-Bologna) may be admitted to Master level courses if they have completed 180 ECTS (only for 2014/2015 academic year).

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[7]	
				Student Mobility for Studies *[Minimum recommended level: B1]*	Staff Mobility for Teaching *[Minimum recommended level: B2]*
DK ALBORG01		English	Danish	www.apply.aau.dk/how-to-apply-Erasmus-Erasmus-Mundus-student/entry-admission-requirements/	
E MADRID05		Spanish	English	B1 Spanish	B2 English

Note: the recommended language of instruction level at AAU applies to **all** study programmes/courses.

D. Additional requirements

DK ALBORG01: Enrolment only if 30 ECTS per semester

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
DK ALBORG01	1 May	1 October
E MADRID05	June 10th	December 1st

[to be adapted in case of a trimester system]*

2. The receiving institution will send its decision within
   DK ALBORG01: 6-8 weeks
   E MADRID05: within four weeks
3. A Transcript of Records will be issued by the receiving institution

   DK ALBORG01: only upon request from the student in question and
   E MADRID05: no later than four weeks

   after the assessment period has finished at the receiving HEI. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
4. Termination of the agreement

   DK ALBORG01: *[In the event of unilateral termination, a notice of at least one academic year should be given. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.]*

[7] 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

F. Information

1. Grading systems of the institutions

DK ALBORG01: *http://studyindenmark.dk/study-in-denmark/the-danish-way-of-teaching-1/the-danish-grading-system*

E MADRID05:

9 - 10	Excellent	Excellent performance
8 – 8,9	Good	Above average performance
7 – 7,9		
6 – 6,9	Pass	Average performance
5 – 5,9		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		

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
DK ALBORG01	incoming-student@adm.aau.dk +45 9940 7504	www.apply.aau.dk/how-to-apply-Erasmus-Erasmus-Mundus-student/residence-permit-visa/
E MADRID05	No VISA required as an EU national. 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
DK ALBORG01	incoming-student@adm.aau.dk +45 9940 7504	www.apply.aau.dk/how-to-apply-Erasmus-Erasmus-Mundus-student/insurance/
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
DK ALBORG01	Lene Møller lml@adm.aau.dk +45 9940 9658	www.internationaloffice.aau.dk/international_accommodation_office/
E MADRID05	movilidad@euitt.upm.es info@aluni.net	http://www.etsist.upm.es/estudiantes/servicios/alojamiento http://www.aluni.net/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature[8]
DK ALBORG01	Eskild Holm Nielsen, Dean		AALBORG UNIVERSITY The Faculty of Engineering and Science Niels Jernes Vej 10 DK-9220 Aalborg East
E MADRID05	Prof. Rafael Herradón School Coordinator	12/02/2014	
E MADRID05	Prof. Alberto Almendra Erasmus Institutional Coordinator	17 FEB. 2014	POLITECNICA UNIVERSIDAD MADRID

[8] Scanned signatures are accepted